



Department of Defense MANUAL

NUMBER 4160.21, Volume 1

October 22, 2015

Incorporating Change 4, August 31, 2022

USD(A&S)

SUBJECT: Defense Materiel Disposition: Disposal Guidance and Procedures

References: See Enclosure 1

1. PURPOSE

a. Manual. This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5134.12, DoD Instruction (DoDI) 4140.01, and DoDI 4160.28 (References (a), (b), and (c)), this manual prescribes uniform procedures for the disposition of DoD personal property and establishes the sequence of processes for disposition of personal property of the DoD Components.

b. Volume. This volume of this manual:

- (1) Reissues DoD 4160.21-M (Reference (d)).
- (2) Implements the statutory authority and regulations under which DoD personal property disposal takes place, as well as the scope and applicability for the program.
- (3) Defines the responsibilities of personnel and agencies involved in the Defense Materiel Disposition Program.
- (4) Provides procedures for disposal of excess property and scrap.
- (5) Provides procedures for property donations, loans, and exchanges.

2. APPLICABILITY

a. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

b. If a procedural conflict exists, these references take precedence:

(1) Chapters 101 and 102 of Title 41, Code of Federal Regulations (CFR), also known as the “Federal Property Management Regulation and Federal Management Regulation (FPMR and FMR)” (Reference (e)).

(2) Subtitle I of Title 40, United States Code (U.S.C.), also known as “Federal Property and Administrative Services Act” (Reference (f)).

3. POLICY. It is DoD policy consistent with Reference (e) that excess DoD property must be screened and redistributed among the DoD Components, and reported as excess to the General Services Administration (GSA). Pursuant to section 701 of Reference (f), DoD will efficiently and economically dispose DoD foreign excess personal property (FEPP).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This volume is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 4. This change:

a. Updates DoD Component disposal instructions based on organizational changes for recycling control points and shipment of items with a controlled item inventory code (CIIC) of 2, 3, or 4.

b. Adds procedures for establishing a program for safe display of static aircraft and spacecraft in accordance with Public Law 116-283 (Reference (ba)).

c. Administratively updates references, organizational titles, and websites for currency and accuracy.

8. EFFECTIVE DATE. This volume is effective October 22, 2015.



David J. Berteau
Assistant Secretary of Defense
for Logistics and Materiel Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Excess DoD Property and Scrap Disposal Processing
5. Donations, Loans, and Exchanges
6. Through-Life Traceability of Uniquely Identified Items

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....7

ENCLOSURE 2: RESPONSIBILITIES.....10

 ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S))10

 DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA)10

 DoD COMPONENT HEADS11

ENCLOSURE 3: PROCEDURES.....14

 PERSONAL PROPERTY DISPOSITION.....14

 SCOPE AND RELEVANCY14

 OBJECTIVES15

 FOREIGN LIAISON16

 TRAINING16

 DoD COMPONENTS.....17

 DLA DISPOSITION SERVICES.....18

 ICP MANAGER.....21

ENCLOSURE 4: EXCESS DoD PROPERTY AND SCRAP DISPOSAL PROCESSING.....23

 GENERAL.....23

 PROPERTY AND SCRAP ACCEPTED AND EXCLUDED.....23

 SCRAP SEGREGATION AND IDENTIFICATION25

 DOCUMENTATION FOR DISPOSAL THROUGH DLA DISPOSITION SERVICES25

 PROPERTY CUSTODY DETERMINATIONS.....35

 Physical Custody Retention35

 Turn-Ins.....36

 TRANSFERRING USABLE PROPERTY AND SCRAP TO A DLA DISPOSITION SERVICES SITE36

 RECEIPT OF PROPERTY AND SCRAP37

 During Transfer.....37

 Conditional and Accountable Acceptance Distinction39

 Document Acceptance39

 Returning Receipts.....40

 DLA Disposition Services Site Batchlots.....40

 IDENTIFICATION, BARCODING, AND STORAGE REQUIREMENTS43

 ACCOUNTING FOR PROPERTY AT THE DLA DISPOSITION SERVICES SITE43

 CALIBRATION AND MAINTENANCE OF WEIGH SCALES45

 PHYSICAL INVENTORY ACCURACY45

 INVENTORY DISCREPANCIES AND ADJUSTMENTS46

 Errors Before Acceptance.....46

 Errors After Acceptance46

Property Not in DLA Disposition Services Site Custody.....	46
PROPERTY DISPOSITION	46
Packing, Crating, and Handling (PC&H)	46
Transportation.....	47
AUDITS.....	47
Outside Command Involvement	47
Joint Service and DLA Directives Used During Audits.....	47
ENCLOSURE 5: DONATIONS, LOANS, AND EXCHANGES	48
AUTHORITY AND SCOPE	48
FMR.....	48
Other Regulations	48
Agreements	48
COMPLIANCE WITH NONDISCRIMINATION STATUTES REQUIREMENTS	48
DONATIONS OF SURPLUS PERSONAL PROPERTY	49
General.....	49
Accessing GSAXcess®	49
Release of Government Liability.....	49
Reporting.....	49
Donation Restrictions.....	50
Returnable DoD Property	51
Allocating Surplus Property.....	51
Identification of Screeners	54
Screening and Ordering Procedures for DLA Disposition Services Property.....	54
Customer Removal of Ordered Property	55
SPECIAL DONATIONS (GIFTS), LOANS, AND EXCHANGES OUTSIDE THE FMR...56	
Compliance	56
Organizations Authorized to Receive Loans and Donations	57
Requirements for Veterans Organizations.....	58
Requirements for Museums	58
Eligibility Determination	58
Military Departments Loans of Bedding	71
Army Loans to Veterans’ Organizations	72
Navy Loans and Donations.....	72
Donation of Excess Chapel Property	75
Disposition After Use of Special Donations (Gifts), Loans, and Exchanges	75
DISASTER ASSISTANCE FOR STATES.....	75
ACADEMIC INSTITUTIONS AND NON-PROFIT ORGANIZATIONS.....	76
ENCLOSURE 6: THROUGH-LIFE TRACEABILITY OF UNIQUELY IDENTIFIED ITEMS	77
AUTHORITY AND SCOPE	77
Property Accountability.....	77
IUID	77

Identification Marking of U.S. Military Property	77
Registration of UIIs.....	77
UPDATING THE DoD IUID REGISTRY.....	77
Obtaining User Access.....	77
Life-cycle Events for Materiel Disposition.....	77
Updating Procedures.....	78
GLOSSARY	79
PART I. ABBREVIATIONS AND ACRONYMS	79
PART II. DEFINITIONS.....	81

TABLES

1. Transfers of Usable Property to DLA Disposition Services Sites	26
2. Federal Stock Classes Requiring Turn-In By Valid NSN	32
3. FSCs in SCC A > or = \$50 Excluded From Batchlotting.....	42
4. SEA National Offices	53
5. Military Department Contact Points for Loan, Donation, or Exchange of Property	59

FIGURES

1. Infrared/Spectral Reflectance Batchlots Certification	41
2. Certification of HM Recipients	55
3. Sample Certificate of Assurance	61
4. Sample Standard Loan Agreement	62
5. Sample Conditional Deed of Gift	65
6. Sample Exchange Agreement	67
7. Sample Unconditional Deed of Gift	70

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.12, “Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)),” May 25, 2000, as amended
- (b) DoD Instruction 4140.01, “DoD Supply Chain Materiel Management Policy,” March 6, 2019
- (c) DoD Instruction 4160.28, “DoD Demilitarization (DEMIL) Program,” April 7, 2011, as amended
- (d) DoD 4160.21-M, “Defense Materiel Disposition Manual,” August 18, 1997 (hereby cancelled)
- (e) Title 41, Code of Federal Regulations
- (f) Title 40, United States Code
- (g) DoD Manual 4100.39, “Federal Logistics Information System (FLIS) Procedures,” March 8, 2017, as amended
- (h) DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property,” April 27, 2017, as amended
- (i) DoD Manual 4160.28, “Defense Demilitarization,” dates vary by volume
- (j) DoD 7000.14-R, “Department of Defense Financial Management Regulations (DoD FMR),” current edition
- (k) Title 10, United States Code
- (l) Air Force Manual 21-204, “Nuclear Weapons Maintenance,” August 13, 2019
- (m) Committee on National Security Systems Instruction No. 4008, “Program for the Management and Use of National Reserve Information Assurance Security Equipment,” March 2007
- (n) Office of the Chief of Naval Operations Instruction N9210.3, “Safeguarding of Naval Nuclear Propulsion Information (NNPI),” June 7, 2010
- (o) Naval Nuclear Material Management Manual S9213-45-000, “Naval Nuclear Material Management,” July 2003, as amended¹
- (p) Defense Logistics Manual 4000.25, “Defense Logistics Management System (DLMS),” dates vary by volume
- (q) DoD Instruction 8320.02, “Sharing Data, Information, and Technology (IT) Services in the Department of Defense,” August 5, 2013, as amended
- (r) Executive Order 12862, “Setting Customer Service Standards,” September 11, 1993
- (s) DoD Directive 5230.20, “Visits and Assignments of Foreign Nationals,” June 22, 2005
- (t) Title 22, Code of Federal Regulations
- (u) Title 15, Code of Federal Regulations
- (v) DoD Instruction 2030.08, “Implementation of Trade Security Controls (TSCs) for Transfers of DoD Personal Property to Parties Outside DoD Control,” February 19, 2015, as amended
- (w) Title 40, Code of Federal Regulations
- (x) DoD Instruction 4715.23, “Integrated Recycling and Solid Waste Management,” October 24, 2016, as amended

¹ Available from Naval Supply Weapons Systems Support, Code 009, (717) 605-3829

- (y) DoD Directive 5105.22, “Defense Logistics Agency (DLA),” June 29, 2017
- (z) Defense Security Cooperation Agency 5105.38-M, “Security Assistance Management Manual (SAMM),” current edition²
- (aa) Defense Logistics Agency Instruction 1104, “Control of Small Arms by Serial Number,” October 22, 2004, as amended³
- (ab) Section 552a of Title 5, United States Code (also known as “The Privacy Act of 1974”)
- (ac) Defense Logistics Manual 4000.25, Volume 2, “Supply Standards and Procedures,” June 13, 2012, as amended⁴
- (ad) DLAR 4145.11/AFJMAN 23-209/TM 38-410/NAVSUPPUB 573/MCO 4450.12A, “Storage and Handling of Hazardous Materials,” March 4, 2020
- (ae) Defense Logistics Agency Instruction 4208, “Financial Liability for Property and Equipment (P&E) that is Lost, Damaged, Destroyed, or Stolen (LDDS),” February 6, 2013
- (af) DoD Instruction 7600.02, “Audit Policies,” October 16, 2014, as amended
- (ag) Army Regulation 36-2, “Audit Services in the Department of the Army,” October 30, 2015
- (ah) Secretary of the Navy Instruction 7510.7FG, “Department of the Navy Internal Audit,” January 12, 2017, as amended
- (ai) Air Force Policy Directive 65-3, “Audit Services,” August 8, 2018
- (aj) Title 42, United States Code
- (ak) Title 20, United States Code
- (al) Chapter 16 of Title 29, United States Code (also known as the “Rehabilitation Act of 1973”)
- (am) Title 49, United States Code
- (an) DoD Manual 4140.01, “DoD Supply Chain Materiel Management Procedures,” dates vary by volume
- (ao) Title 46, United States Code
- (ap) Title 26, United States Code
- (aq) Title 15, United States Code
- (ar) DoD Instruction 8320.03, “Unique Identification (UID) Standards for Supporting the DoD Information Enterprise,” November 4, 2015, as amended
- (as) DoD Instruction 8320.04, “Item Unique Identification (IUID) Standards for Tangible Personal Property,” September 3, 2015, as amended
- (at) Military Standard 130N, “Department of Defense Standard Practice Identification Marking of U.S. Military Property,” December 17, 2007, as amended
- (au) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- (av) Chapter 13 of Title 21, United States Code (also known as “The Comprehensive Drug Abuse Prevention and Control Act of 1970”)
- (aw) Title 21, Code of Federal Regulations
- (ax) Title 49, Code of Federal Regulations
- (ay) Title 29, Code of Federal Regulations

² See URL <https://www.samm.dsca.mil/>

³ Available on CAC enabled website <https://www.dla.mil/HQ/Transformation/Products/PolicyAndProcedures/>

⁴ Available on website

https://www.dla.mil/HQ/InformationOperations/DLMS/eLibrary/Manuals/publications/dlm/dlm_pubs/

- (az) Defense Logistics Agency, Federal Logistics Information System, Cataloging Data and Transaction Standards, Volume 10, “Multiple Application References/Instructions/Tables and Grids,” August 10, 2021⁵
- (ba) Public Law 116-283, “William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021,” January 1, 2021

⁵ Available at: <https://www.dla.mil/HQ/LogisticsOperations/TrainingandReference/FLISProcedures>

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, and in accordance with Reference (a), the ASD(S):

- a. Develops DoD materiel disposition policies, including policies for FEPP.
- b. Oversees the effective implementation of the DoD materiel disposition program.
- c. Approves policy changes, as appropriate, to support contingency operations.
- d. Approves national organizations for special interest consideration as service educational activities (SEAs), and approve categories of property considered appropriate, usable, and necessary for transfer to SEAs.

2. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, through the ASD(S), and in addition to the responsibilities in section 3 of this enclosure, the Director, DLA:

- a. Provides agency-level command and control and administers the worldwide Defense Materiel Disposition Program.
- b. Implements guidance issued by the ASD(S) or other organizational elements of OSD and establishes system concepts and requirements, resource management, program guidance, budgeting and funding, training and career development, management review and analysis, internal control measures, and crime prevention for the Defense Materiel Disposition Program.
- c. Chairs the Disposal Policy Working Group.
- d. Provides direction to the DLA Disposition Services on implementing the worldwide Defense Materiel Disposition Program.
- e. Provides direction to the DLA inventory control points (ICPs) on the cataloging of items in the Federal Logistics Information System (FLIS), as outlined in DoD Manual 4100.39 (Reference (g)). This is done to prevent the unauthorized disposition or release of items within DoD, other Federal civilian agencies (FCAs), or release into commerce.
- f. Promotes maximum reuse of FEPP, excess, and surplus property. Pursues all possible avenues to sponsor or endorse reuse of excess DoD property and preclude unnecessary purchases.

g. Directs the DLA Disposition Services' communications with the DoD Components regarding changes in service delivery processes or plans that will affect disposal support provided. In overseas locations, these communications will include geographic Combatant Commanders, U.S. Chiefs of Mission, and the in-country security assistance offices.

h. Accommodates contingency operation requirements. Directs the DLA support team to determine any needed deviations from standard disposal processing guidance and communicates approved temporary changes to the Military Departments and DLA Disposition Services.

i. Ensures maximum compatibility between documentation, procedures, codes, and formats used in materiel disposition systems and the Military Departments' supply systems.

j. Programs, budgets, funds, accounts, allocates, and controls personnel, spaces, and other resources for its respective activities.

k. Annually provides to GSA a report of property transferred to non-federal recipients in accordance with Chapter 102 of Reference (e).

l. Assumes responsibility for the worldwide disposal of all DoD hazardous property (HP), except for those categories specifically designated to remain the responsibility of the Military Department or Defense Agency, as described in Volume 4 of this manual.

m. Ensures property disposal training courses are available (e.g., at DLA Training Center) for all personnel associated with the disposal program.

n. Ensures DLA Disposition Services follows the DoD disposal hierarchy with landfill disposal as a last resort.

3. DoD COMPONENT HEADS. The DoD Component heads:

a. Recommend Defense Materiel Disposition Program policy changes to the ASD(S).

b. Recommend Defense Materiel Disposition Program procedural changes to the Director, DLA, and provide information copies to the ASD(S).

c. Assist the Director, DLA, upon request, to resolve matters of mutual concern.

d. Treat the disposal of DoD property as an integral part of DoD Supply Chain Management; ensure that disposal actions and costs are a part of each stage of the supply chain management of items and that disposal of property is a planned event at all levels of their organizations.

e. Provide the Director, DLA, with mutually agreed-upon data necessary to administer the Defense Materiel Disposition Program.

f. Participate in the DoD Precious Metals Recovery Program (PMRP) and promote maximum

reutilization of FEPP, excess, and surplus property and fine precious metals for internal use or as government-furnished material (GFM).

g. Nominate to the ASD(S) national organizations for special interest consideration as SEAs; approve schools (non-national organizations) as SEAs; and recommend to the ASD(S) categories of property considered appropriate, usable, and necessary for transfer to SEAs.

h. Provide administrative and logistics support, including appropriate facilities, for the operations of tenant and related off-site DLA Disposition Services field activities under inter-Service support agreements (ISSAs).

i. For property not explicitly identified in this manual, follow Service-unique regulations to dispose of and maintain accountability of property. Ensure all accountable records associated with the disposal of FEPP, excess, and surplus property are established and updated to reflect supply status and ensure audit ability in accordance with DoDI 5000.64 (Reference (h)). This requirement also applies to modified processes that may be developed for contingency operations.

j. Ensure completion of property disposition (reutilization and marketing) training courses, as appropriate.

k. Administer reclamation programs and accomplish reclamation from excess materiel.

l. Establish and administer disposal accounts, as jointly agreed to by DLA and the Military Departments, to support the demilitarization (DEMIL) and reclamation functions performed by the Military Departments.

m. Dispose of surplus merchant vessels or vessels of 1,500 gross tons or more, capable of conversion to merchant use, through the Federal Maritime Administration, U.S. Department of Transportation, by forwarding a Standard Form 120, "Report of Excess Personal Property," to GSA, in accordance with the procedures in Reference (e). For vessels explicitly excluded by Reference (e), i.e., battleships, cruisers, aircraft carriers, destroyers, or submarines, follow procedures in DoD Manual 4160.28 (Reference (i)).

n. Dispose of HP specifically designated in this manual as requiring DoD Component processing.

o. Request DLA Disposition Services provide sales services, as needed, for recyclable marketable materials generated as a result of resource recovery programs through the DoD Component qualified recycling program (QRP) in accordance with the procedures in Enclosure 4 of this volume.

p. Consider public donation if applicable before landfill disposal and monitor, with DLA Disposition Services site personnel, all property sent to landfills to ensure no economically salable or recyclable property is discarded.

q. Report, accurately identify on approved turn-in documents, and turn in all authorized scrap

generations to servicing DLA Disposition Services sites.

r. Update the DoD Item Unique Identification (IUID) Registry upon the materiel disposition of uniquely identified items in accordance with the procedures in Enclosure 6.

s. Improve disposal policies, training, and procedural implementation among the DoD Components and FCAs through membership on the DPWG.

ENCLOSURE 3

PROCEDURES

1. PERSONAL PROPERTY DISPOSITION. The general guidelines and procedures for property disposition are:

a. Reference (e) implements Reference (f), which established the Personal Property Disposition Program. Chapter 101 of Reference (e) and other laws and regulations apply to the disposition of FEPP, excess, and surplus property. In the event of conflicting guidance, Reference (e) takes precedence. Chapter 102 of Reference (e) is the successor regulation to the FPMR (Chapter 101 of Reference (e)). It updates regulatory policies of Chapter 101 of Reference (e)).

b. All references to “days” are calendar days unless otherwise specified.

c. The Department of Defense provides guidance for budgeting for the disposal of excess, surplus, and FEP property through Volumes 11 and 12 of DoD 7000.14-R (Reference (j)), with updates via program budget decisions. The Service-level billing is based on the services turn-in percentage of the Disposition Services workload. As an example, if the Army constitutes 40 percent of the workload, the Army will pay 40 percent of the Disposition Services Service-level bill.

(1) Billings are addressed to each Military Department, Defense Agency, and FCA.

(2) Billing for disposition of excess property depends on decisions made between DLA and the customer: the Military Department, Defense Agency, those sponsoring DoD-related organizations (e.g., Civil Air Patrol, Military Affiliate Radio System), or FCAs.

2. SCOPE AND RELEVANCY

a. In conjunction with Reference (i), the provisions of this manual apply to service providers, whether they are working at a government facility or at a commercial site and to contractors to the extent it is stipulated in the performance work statement of the contracts. Reference (i) and Title 10, U.S.C (Reference (k)) contain additional specific guidance for property identified as munitions list items (MLI) or commerce control list (CCL) items.

b. The procedures in this volume will be used to the extent possible in all contingency operations. As appropriate, the ASD(S) will modify policy guidance to support the mission requirements and operational tempo of contingency operations.

c. This volume does not govern the disposal of the property described in Paragraphs 2c(1), 2c(2), and 2c(3). However, once property in these categories has been altered to remove the inherently sensitive characteristics, it may be processed through a DLA Disposition Services site using an appropriate federal supply classification (FSC) code for the remaining components.

(1) Items Under Management Control of the Defense Threat Reduction Agency in Federal Supply Group (FSG) 11. These items include Department of Energy special design and quality controlled items and all DoD items designed specifically for use on or with nuclear weapons. These items are identified by manufacturers' codes 57991, 67991, 77991, and 87991 in the DLA Logistics Information Service FLIS. These items will be processed in accordance with Air Force Instruction 21-204 (Reference (l)).

(2) Cryptologic and Cryptographic Materiel. This materiel must be processed in accordance with Committee on National Security Systems Instruction 4008 (Reference (m)).

(3) Naval Nuclear Propulsion Plant Materiel. This materiel must be processed in accordance with Office of the Chief of Naval Operations Instruction (OPNAVINST) N9210.3 (Reference (n)) and Naval Nuclear Material Management Manual S9213-45-000 (Reference (o)).

3. OBJECTIVES. The objectives of the Defense Materiel Disposition Program are to:

a. Provide standardized disposition management guidance for DoD excess property and FEPP (including scrap) and HP, by using efficient internal and external processes. The expected outcome includes protecting national security interests, minimizing environmental mishaps, satisfying valid needs by extended use of property, permitting authorized donations, obtaining optimum monetary return to the U.S. Government, and minimizing abandonment or destruction (A/D) of property.

b. Migrate from legacy transactions with 80 record position formats applicable to military standard system procedures to variable length Defense Logistics Management System transactions as described in Defense Logistics Manual (DLM) 4000.25 (Reference (p)) (American National Standards Institute Accredited Standards Committee X12 or equivalent Extensible Markup Language schema) to track items throughout the supply chain life cycle. Implementation must be consistent with DoDI 8320.02 (Reference (q)).

c. Ensure cost-effective disposal of precious metals bearing scrap and end items for the replenishment of valuable resources through the DoD PMRP.

d. Ensure personal property and related subcomponents are not declared excess and disposed of prior to determining the need for economic recovery.

e. Encourage Military Departments and Defense Agencies to:

(1) Comply with the spirit and intent of Executive Order 12862 (Reference (r)).

(2) Set results-oriented goals, such as delivering customer value that results in improvement of overall Military Department performance.

(3) Serve the tax payer's interests by ensuring tax money is used wisely and by being responsive and reliable in all dealings with the public.

4. FOREIGN LIAISON

a. Authority for granting visits by foreign nationals representing foreign governments rests with DLA. Prospective official foreign visitors should submit requests 30 days in advance through their embassy in accordance with procedures in DoDD 5230.20 (Reference (s)). These requests may require a security clearance from the host Military Department. DLA processes the requests, and will provide written authority to primary-level field activity commanders or DLA Disposition Services site chiefs. Unclassified visits by foreign nationals can be approved for inspections prior to acquiring property through security assistance programs or other programs authorized by statute.

b. A commander of a DoD activity may authorize foreign nationals and representatives of foreign governments or international organizations to visit a DLA Disposition Services site, except for those foreign nationals and representatives from foreign countries designated as restricted parties in the International Traffic in Arms Regulations (ITAR) in Parts 120 to 130 of Title 22, CFR (Reference (t)) and the Export Administration Regulations (EAR) in Parts 730 through 774 of Title 15, CFR (Reference (u)).

c. Visits by foreign nationals for public sales will be at the discretion of the host installation commander in accordance with U.S. export control laws and regulations, the ITAR in Parts 120 to 130 of Reference (t) and the EAR in Parts 730 through 774 of Reference (u).

d. All requests for unclassified information not previously approved for public release will be referred to the appropriate public affairs office. This includes requests submitted by representatives of foreign governments or representatives of international organizations.

e. Requests from foreign nationals or representatives from foreign governments of restricted parties will be referred to the appropriate security office.

f. Release of MLI technical data or CCL item technology will be in accordance with References (g), (h), (k), (t), (u) and DoDI 2030.08 (Reference (v)).

5. TRAINING. Personnel with Materiel Disposition Program responsibilities (DLA Disposition Services employees, ICP integrated materiel managers (IMMs), Reservists, etc.) as well as those DoD-related and non-DoD organizations disposing of excess, surplus, FEPP, and scrap through the Department of Defense, require applicable training in defense materiel disposition policies, procedures, and related technical areas such as safety, environmental protection, DEMIL, trade security control (TSC), accounting and accountability, administration, or management of those activities. Required training will be accomplished according to Reference (i) and Reference (v) and applicable DoD, DLA, and Military Department training issuances. In addition to formal training, the DLA Disposition Services Website (<https://www.dla.mil/dispositionservices.aspx>) provides guidance on various topics related to materiel disposition.

6. DoD COMPONENTS. The DoD Components:

a. Provide administrative and logistics support, including appropriate facilities for the segregation of material according to the established ISSAs.

(1) Establish disposal facilities at suitable locations, separate from host installation active stocks. These areas should permit proper materiel segregation and be convenient to road networks and railroad sidings.

(2) Approve all facility improvement projects. Identify in the ISSA reimbursable and non-reimbursable host maintenance and repair support, not exceeding that prescribed by regulations of the host activity.

(3) Fence or otherwise protect the disposal yard to ensure that materiel is safeguarded against theft or pilferage. Security matters identified in ISSAs are covered by security regulations of the DoD Components.

(4) Provide information security support to DLA Disposition Services field activities through ISSAs, including the retrieval, secure storage, and subsequent determination of the appropriate disposition of classified property found in disposal assets.

b. Properly containerize and ensure all property turned in to DLA Disposition Services sites is safe to handle and non-leaking to ensure environmental compliance during transport to the DLA Disposition Services site and storage during the disposal process. Drain all fluids from unserviceable vehicles prior to release to disposal and treat fluids according to environmental requirements in accordance with the procedures in Enclosure 3 of Volume 4 of this manual.

c. Ensure hazardous waste (HW) storage facilities meet all applicable environmental standards and requirements, including parts 262, 264, and 265 of Title 40, CFR (Reference (w)).

d. Provide funds for disposal of HP failing reutilization, transfer, donation, or sale (RTDS), or if the HP is not eligible for RTDS, that it is disposed of on a DLA disposal service contract. Funding for disposal by the Military Department or Defense Agency also applies in instances when non-regulated waste requires special handling for disposal via disposal service contract, or when special services are requested on the disposal service contract.

e. Comply with the Defense DEMIL Program in accordance with References (c) and (i).

(1) Provide proper instructions for DEMIL "F" property to the DLA Disposition Services site at the time of physical turn-in or immediately following electronic turn-in in accordance with the procedures in Enclosure 5 of Volume 2 and Enclosure 3 of Volume 4 of this manual and the procedures on the Army's Integrated Logistics Support Center Website <https://tulsa.tacom.army.mil/DEMIL>.

(2) For disposal through DLA Disposition Services, ship small arms serialized weapons,

serialized and non-serialized weapons parts, and any item with a CIIC 2, 3, or 4 to the Anniston, Alabama, DEMIL Center, as identified on the DLA Disposition Services website: <https://www.dla.mil/dispositionservices.aspx>. Contact the Anniston center for shipment instructions. All activities generating serialized weapons and serialized weapons parts must report a “ship” transaction, using the appropriate DLA Disposition Services DEMIL Center DoD Activity Address Code (DoDAAC), to the DoD Small Arms and Light Weapons Serialization Program registry.

f. Implement DoD QRPs, as directed by DoDI 4715.23 (Reference (x)). Establish QRPs to divert or recover scrap or waste from the waste streams, as well as to identify, collect, properly segregate, and maintain the integrity of recyclable materials in a way that will maintain or enhance their marketability. Indicate on the turn-in documents that QRP material is identified as such with funds to be deposited to the appropriate budget clearing account.

g. Implement trade security control (TSC) measures in accordance with Reference (v) for U.S. Munitions List (USML) and CCL items and comply with applicable export control regulations and laws.

7. DLA DISPOSITION SERVICES. The DLA Disposition Services will:

a. Provide Military Departments and Defense Agencies with disposition solutions and best value support for the efficient and timely RTDS or disposal of excess, surplus, and FEP property. This includes all required training and guidance on programs affecting disposition practices.

b. Provide visibility and promote maximum reuse of DLA Disposition Services-managed inventory assets. Implement transfer and donation policies and procedures consistent with GSA regulations.

c. Provide tailored disposal support to the DoD warfighter during contingency operations, as approved by the ASD(S).

(1) Work with the Military Departments to receive and dispose of property in the most efficient manner. If standard accountability practices are not practical, alternative processes may be established on a temporary basis. However, as time or conditions permit, prescribed processes will be established and appropriate additions, deletions, and adjustments to the official accountable record will be completed.

(2) Provide comprehensive disposal services supporting customer-unique needs based on mutually developed service agreements. DLA Disposition Services, along with DLA, will work with customers of all levels, e.g., generators, major commands, and Services, to define expectations and establish service delivery strategies.

d. Use the most appropriate sales method to obtain optimum return on investment for all DoD surplus property sold. Respond to inquiries, process disputes, protests, and claims pertaining to disposable property sales.

- e. Implement quality control programs for the Defense Materiel Disposition Program to assure optimum reutilization; proper DEMIL; use of environmentally sound disposal practices; implementation of TSC measures for MLI and CCL item.
- f. Implement TSC in accordance with Reference (v) for USML and CCL item and comply with applicable export control regulations and laws.
- g. Monitor DLA Disposition Services site PMRP operations and provide support to DoD Components and participating federal agencies. Manage the recovery operations of the PMRP.
- h. Prepare and distribute reports for disposition.
- i. Serve as the office of primary responsibility for environmentally regulated and HP, as detailed in Volume 4 of this manual.
- j. Comply with and implement the provisions of References (c), (i), and (v) in the execution of DLA Disposition Services worldwide. Coordinate procedural waivers or deviations for approval by the DoD DEMIL Program Office or DoD TSC Office in DLA. Forward policy waivers or deviations from the DoD DEMIL Program Office or DoD TSC Office to the Under Secretary of Defense for Acquisition and Sustainment or Under Secretary of Defense for Policy respectively for approval.
- k. Monitor property accountability and approve adjustments or corrections to property accounts for assigned DLA Disposition Services sites.
- l. Comply with implementing guidance relative to relationships with Combatant Commanders, as prescribed in DoDD 5105.22 (Reference (y)).
- m. Support disposal of Military Assistance Program property and other foreign-owned property in accordance with Defense Security Cooperation Agency 5105.38-M (Reference (z)) and Enclosure 4 of this volume.
- n. Provide reutilization, donation, and marketing assistance and disposal service to customers.
- o. Maintain liaison with generating activities to determine most efficient method of acceptance (receipt in place vs. physical turn-in), determine mutually agreed-upon schedules for property receipts, and execute memorandums of understanding (MOUs) for receipt-in-place transactions.
- p. Process excess property, surplus property, FEPP, nonsalable materiel, and other authorized turn-ins from generating activities.
- q. Inspect and accumulate physical receipts of property; verify identity, by unique item identifier (UII) or IUID when applicable, and quantity. DLA Disposition Services sites need not verify quantities where units of issues are: lot, assortment, board foot, cubic foot, foot, inch, length, meter, square foot, square yard, and yard. These units of issue are impractical and

economically unfeasible.

r. Establish and maintain visibility of accountable property records for excess, surplus, and FEPP property.

s. Provide or arrange adequate covered storage to protect received property from the elements, maintain its value and condition, and reduce handling. Store property to prevent contamination or mixing, ensure proper identification and segregation (bins or areas are prominently marked, labeled, tagged, or otherwise readily identifiable with the property locator record), and allow inspection.

t. Fence or otherwise protect the disposal yard to ensure materiel is safeguarded against theft or pilferage. DLA Disposition Services are generally a tenant operation on a DoD installation that generates disposal property. The DLA Disposition Services must comply with the security matters identified in ISSAs established with the DoD Component regarding security regulations.

u. Provide HW storage, as appropriate. Ensure HW storage facilities meet all applicable environmental standards and requirements, including those specified in Part 264 of Reference (w).

v. Prepare ISSAs. Coordinate with the local installation to resolve matters of mutual concern.

w. Provide information and assistance to those who are processing precious metals-bearing property into DoD PMRP.

x. Ensure periodic inventories are conducted, accountable property records updated, and required inventory adjustment documents are prepared and processed.

y. Implement reutilization, transfer, or donation (RTD) of surplus property. Promote maximum RTD of FEPP, excess property, and surplus property. Process authorized RTD requests. Ensure accountable records are updated in accordance with Reference (h).

z. Provide assistance to all authorized screeners, donees, and other interested persons.

aa. Facilitate the sale of property not reutilized, transferred, or donated, and appropriate for release into commerce.

ab. Deposit sale proceeds and other funds received, including storage charges and transfer monies to the appropriate accounts.

ac. Manage the DoD scrap recycling program (including precious metals recovery) and related financial records.

ad. Assist host installations in executing their QRPs in accordance with section 2577 of Reference (k) and deliver sales revenues from eligible personal property to defray the costs incurred by operating and improving recycling programs, financing pollution abatement and environmental programs, funding energy conservation improvements, improving occupational,

safety, and health programs, and funding morale, welfare, and recreation programs.

ae. Ensure DEMIL, including small arms serialized weapons and serialized parts is accomplished in accordance with Reference (c) and DLA Disposition Services internal direction. Provide shipment locations and instructions to generating activities, as requested.

af. Document handling and receipt of serialized weapons in accordance with the procedures in Defense Logistics Agency Instruction 1104 (Reference (aa)) for the control of small arms by serial number.

ag. Update the DoD IUID Registry upon the materiel disposition of uniquely identified items in accordance with the procedures in Enclosure 6 of this volume.

8. ICP MANAGER. The ICP Manager is responsible for the materiel management of a group of items either for a particular Military Department or for the DoD as a whole. For the Defense Materiel Disposition Program, the ICP manager will:

a. Ensure managed items are properly cataloged in the FLIS, in accordance with Reference (h). To prevent unauthorized disposition or release within DoD, other FCAs, or release into commerce, include required data elements such as UII (when applicable), accurate codes for DEMIL, controlled inventory items, precious metals, shelf life items, and critical items (critical safety items (CSIs) or flight safety critical aircraft parts (FSCAP)), or other applicable data elements.

b. Prepare complete instructions when property is assigned DEMIL Code “F,” in accordance with life-cycle management requirements in Section 3 of Volume 2 of Reference (i). Additionally, load the instruction in the DoD DEMIL “F” Instruction repository hosted by the Army’s Integrated Logistics Support Center Website at <https://tulsa.tacom.army.mil/>.

c. Review DLA Disposition Services assets and orders, as appropriate, prior to initiating new purchases.

d. Process other ICP interrogations or orders for requirements assigned a Uniform Materiel Movement and Issue Priority System (UMMIPS) priority designator:

(1) Falling within Issue Priority Group 1 (Priorities 01 - 03).

(2) In accordance with the procedures in Reference (r).

(3) Considering on-hand assets to the same extent as would be done to satisfy their own service orders.

e. Prepare data, records for accountability, and provide disposition recommendations as prescribed here and in Reference (h) in order to maintain backup material for audit review.

f. Annually provide DLA Disposition Services with updates to points of contact on the DoD DEMIL program website <https://DLA.mil/> for operational matters, such as reutilization, donation, DEMIL, precious metals, HP, and CSIs.

g. Arrange for DEMIL of those items not authorized for DLA Disposition Services site DEMIL processing.

h. Submit available technical data needed to prepare specialized offers and reclamation requirements, when requested.

i. Identify items requiring reclamation and advise Military Department and Defense Agency ICPs or IMMs of items with reclamation potential.

j. Prepare and forward reclamation transactions for the interservice interchange of data for component parts with reclamation potential.

k. Process reclamation notifications and data interchange transactions of other ICPs.

ENCLOSURE 4

EXCESS DoD PROPERTY AND SCRAP DISPOSAL PROCESSING

1. GENERAL

a. Military Departments and Defense Agencies will declare DoD property excess and use the DoD in-transit control system (ICS), as required by References (h) and (r).

b. Generating activities are encouraged to retain physical custody until disposition instructions are provided to reduce processing costs; e.g., packaging, crating, handling, and transportation.

2. PROPERTY AND SCRAP ACCEPTED AND EXCLUDED

a. DLA Disposition Services must accept and dispose of all authorized DoD-generated excess, surplus, FEPP, scrap, and other personal property with the exclusions in Paragraph e of this section.

b. Property not disposed of through RTDS will be processed for disposal under an HW contract, except as specified elsewhere. For example, HP will be processed on HW disposal service contracts. Other property will be downgraded to scrap, demilitarized, processed for A/D, or disposed of through a DLA Disposition Services service contract.

c. DLA Disposition Services sites minimize processing delays as much as possible. In the event a site is unable to physically accept the property at the desired time and location due to workload, generating activities may retain the property for processing in-place, seek another DLA Disposition Services site, or hold the property until the DLA Disposition Services site is able to receive the property.

d. DLA Disposition Services sites:

(1) Accept and process nonsalable materiel that has no RTDS value, but is not otherwise restricted from disposal by U.S. law or federal or military regulations.

(2) Ensure that disposition is by the most economical and practical method; for example, donation in lieu of A/D or through a service contract that meets minimum legal requirements for disposal of the specific types of property.

e. DLA Disposition Services sites may not accept (either physically or on its account) and no reutilization or sale service will be given for:

(1) Radioactive waste, items, devices, or materiel (all materiel that is radioactive).

(2) Property designated for disposal by the Military Departments as identified in Volume 4

of this manual.

(3) Classified material, except that which is addressed by Paragraph 2e(5) of this enclosure.

(4) Nuclear weapons-related materiel.

(5) Classified and unclassified information systems security material (cryptological (CRYPTO) or communications security (COMSEC)). Disposal of FSCs 5810 and 5811 are the responsibility of the Military Departments and may not be transferred to DLA Disposition Services in their original configuration as specified in Reference (i).

(6) Property containing information covered by section 552a of Title 5, U.S.C., also known as the "Privacy Act of 1974" (Reference (ab)).

f. DoD Components will manage the collection and disposal of installation refuse and trash. If refuse and trash, when properly segregated, possesses RTDS potential, disposition may be accomplished via DLA Disposition Services, recycling provisions of refuse collection contracts, in-house refuse operations, or QRPs as appropriate.

g. The DLA Disposition Services site operating as a tenant on an installation will notify the host activity when unauthorized shipments are received at the DLA Disposition Services site (including off-site shipments) of radioactive items, classified material, nuclear weapons-related materiel, and classified and unclassified information systems security material (CRYPTO/COMSEC). The host activity will be responsible for retrieving and securing any radioactive items, classified items, and unclassified information systems security material (CRYPTO/COMSEC) immediately upon request of the DLA Disposition Services site.

h. DLA Disposition Services sites will not accept scrap accumulations that are contaminated or commingled with:

(1) Material potentially presenting an explosive hazard (MPPEH).

(2) MLI that require DEMIL (DEMIL Codes C, D, E and F) and MLI that require mutilation (DEMIL Code B). MLI with DEMIL Code G and P are not authorized for acceptance by DLA Disposition Services in their original state.

(3) CCL items that have not undergone mutilation to the point of scrap as defined in Reference (v).

(4) HP FSCs.

i. Contaminated scrap should be turned in as HW.

3. SCRAP SEGREGATION AND IDENTIFICATION

a. Separating material at the source simplifies scrap segregation and reduces handling. Commingling material may reduce or, in some instances, destroy the value of the scrap.

b. Generating activities are responsible for initial identification and segregation. The major basic material or content will be used in the item nomenclature block of the disposal turn-in document (DTID).

c. Scrap will be segregated to ensure only authorized items are in a scrap pile.

d. DLA Disposition Services sites will provide guidance and, where possible, containers for use by scrap generators at the source.

e. The generating activity collecting the scrap or waste will maintain proper segregation of the material and determine a point at which no further material will be added. When scrap piles are being built by the DLA Disposition Services site, the same principles apply. Scrap generated from explosive and incendiary items and chemical ammunition is dangerous and will not be commingled with other types of property.

4. DOCUMENTATION FOR DISPOSAL THROUGH DLA DISPOSITION SERVICES

a. Use DoD automated information systems to the extent practical to prepare documentation for excess, surplus, or scrap DoD property or FEPP. This method of submitting information is preferred, particularly for turn-in of HW. In addition to submitting the information through automated information systems, hard copies must be produced and maintained with the items during the disposal processes.

b. The generator will provide to the DLA Disposition Services site an original and three hard copies of a DD Form 1348-1A, "Issue Release/Receipt Document," or DD Form 1348-2, "Issue Release/Receipt Document with Address Label" (available at <https://www.esd.whs.mil/Directives/forms/>.) The DTID must include a valid DoDAAC, as authorized in Volume 2 of DLM 4000.25 (Reference (ac)). All further references to DD Form 1348-1A, which also include DD Form 1348-2, will be referred to in this volume as a "DTID." Table 1 provides guidance on preparation of the DD Form 1348 series documents. For scrap transfers, see section 6 of this enclosure.

Table 1. Transfers of Usable Property to DLA Disposition Services Sites

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2		
Field Legend	Record Position	Entry And Instructions
Document Identifier (DI)	1-3	A5J/940R. Use information on the source document to perpetuate the archived DI. For locally determined excesses generated at a base, post, camp, or station, assign a DI code, as determined by shipping activity procedures.
Routing Identifier	4-6	Enter the record indicator (RI) of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	See block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned in.
Disposal Quantity	25-29	Enter the quantity being turned in to disposal activity. See block 26.
Document Number	30-43	See block 24.
Alpha Suffix	44	Leave blank (Exception: Use if DTID consists of multiple documents because the 5-digit quantity field (Record Positions 24-29) is insufficient.) See block 24.

Table 1. Transfers Of Usable Property to DLA Disposition Services Sites, Continued

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2		
Field Legend	Record Position	Entry And Instructions
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DLA Disposition Services Site.
<p>A DoDAAC is the key component for using the DLA Disposition Services property accounting disposal system to either turn in or order excess property to and from DLA Disposition Services. The code is required for all DoD activities, contractors, and FCAs to order, receive, ship, identify custody of government property, or reflect identification in a specified military standard logistics system. The code must be approved by the Military Departments, Defense Agencies, and FCA authoritative organization and be officially registered in the DoD activity address file. The DoDAAC system provides identification codes, plain text addresses, and selected data characteristics of organizational activities needed to order, mark, prepare shipping documents, bills, etc., and only recognizes active DoDAACs. FCAs are only authorized to turn excess property in to DLA Disposition Services for disposal if they have officially authorized an Economy Act Order for reimbursement of transaction billing charges.</p>		
Signal	51	This code is used to designate the bill-to and ship-to (or ship-from in the case of DI code FT_ and FD_ records) activities. Codes B, C, and L apply to hazardous material (HM)/HW transfers.
Fund	52-53	For HM and waste turn-ins, enter the fund code from the Military Standard Billing System (MILSBILLS) designating the funds to be charged. For non-military activities who are not users of MILSBILLS, (e.g., FCAs or nonappropriated funds (NAFs)) using an activity address code), enter MILSBILLS code "XP."
Distribution	54	Use the information on the source document to perpetuate the archived data or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave quantity blank.
Precious Metals	62	Enter applicable code from Appendix AP7.23 of Reference (r).
Automated Data Processing Equipment Identification	63	Enter applicable code from AP7.24 of Reference (r).
Disposal Authority	64	Enter applicable code from Reference (r) Appendix AP7.21. (Mandatory) (FCAs use DAC "F" – not shown in appendix.)

Table 1. Transfers Of Usable Property to DLA Disposition Services Sites, Continued

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2		
Field Legend	Record Position	Entry And Instructions
DEMIL Code	65	Enter the web-enabled FLIS or Federal Logistics Data (FEDLOG) recorded DEMIL code of record. For local stock numbers (LSNs), Navy item control numbers, or Army control numbers, assign DEMIL code in accordance with current Volume 2 of Reference (i). (Mandatory)
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DLA Disposition Services site. Enter "R" if reclamation is to be performed after turn in to DLA Disposition Services site. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Generate from disposal release order.
Identifier Ownership	70	Enter applicable code or leave blank.
Supply Condition Code (SCC)	71	Enter applicable code from Reference (r).
Management	72	Enter information from source document to perpetuate archived data or leave blank. If block 71 (SCC) is Q and the management code is blank, DLA Disposition Services will mutilate the property upon receipt.
Criticality Code	73	Enter criticality code documented in FLIS for the items in accordance with Reference (g), which indicates when an item is technically critical, by reason of tolerance, fit, application, nuclear hardness properties, or other characteristics that affect the identification of the item.
Unit Price	74-80	Enter the unit price for the national stock number (NSN) or part number in record positions 8-22.
Block Entries		
1	Enter the extended value of the transaction.	
2	Enter the shipping point identified by DoDAAC; if reduced printing is used, the clear address may be entered in addition to the DoDAAC.	

Table 1. Transfers Of Usable Property to DLA Disposition Services Sites, Continued

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2	
Block Entries	
3	Enter the consignee DLA Disposition Services site by DoDAAC. This will be the predesignated DLA Disposition Services site and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
4	Insert HM or HW, if applicable.
5	Enter the date of document preparation, if required by the shipper.
6	Enter the national motor freight classification, if required by the shipper.
7	Enter the freight rate, if required by the shipper.
8	Enter coded cargo data, if required by the shipper.
9	Enter applicable CIIC, which describes the security or pilferage classification of the shipment from Reference (g).
10	Enter the quantity actually received by the DLA Disposition Services site, if different from positions 25-29.
11	Enter the number of units of issue in a package, if required by the shipper.
12	Enter the unit weight applicable to the unit of issue, if required by the shipper.
13	Enter the unit cube applicable to the unit of issue, if required by the shipper.
14	Enter the uniform freight classification, if required by the shipper.
15	Enter the FLIS or FEDLOG recorded shelf-life code in block 15, if appropriate; otherwise, leave blank.
16	Enter in the clear freight classification nomenclature, if required by the shipper.

Table 1. Transfers Of Usable Property to DLA Disposition Services Sites, Continued

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2	
Block Entries	
17	Enter the item nomenclature. For non-NSN items, enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
18	Enter type of container, if required by the shipper.
19	Enter number of containers that makes up the shipment, if required by the shipper.
20	Enter total weight of shipment, if required by the shipper.
21	Enter total cube of shipment, if required by the shipper.
22	Received by (for DLA Disposition Services site) signature of person receiving the materiel.
23	Date received (for DLA Disposition Services site) date materiel was received and signed for.
24	Document number. Generate from source document. DTID consists of 6-digit DoDAAC + 1-digit last number of year, 3-digit Julian Date + 4-digit generator-assigned serial number. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service or agency procedures. Leave suffix code blank unless needed to indicate additional documents to show complete quantity. Generating activities and ordering activities and their contractors must have a valid DoDAAC, as defined in Reference (z) to use DLA Disposition Services.
25	NSN - Enter the stock or part number being turned in. For subsistence items, enter the type of pack in record position 21. If an NSN is not used, FSC, part number, noun or nomenclature, where appropriate, to build an LSN.
26	Leave blank. Reserved for DLA Disposition Services Site use.

Table 1. Transfers Of Usable Property to DLA Disposition Services Sites, Continued

(Single Line Item Turn Ins) Using DD Forms 1348-1A/2	
Block Entries	
27	This block may contain additional data, including bar coding for internal DLA Disposition Services use, generator certifications (e.g., inert certificate) or fund citation, FSCAP criticality code, etc. Enter data in this block, as required by the shipping activity or the DLA Disposition Services Site receiving the materiel. When data is entered in this block, it will be clearly identified. For HM and waste turn-ins, enter the DoDAAC of the bill to office, the contract line item number (CLIN) for the item, and the total cost of the disposal, (that is, CLIN cost times quantity in pounds equals cost of disposal).

c. Generating activities may use the DLA Disposition Services web-based program electronic turn-in document (ETID) for submitting the required information electronically. ETID accommodates generators that do not have service-unique automated capabilities. ETID access and guidance are located on the DLA Disposition Services Website. Generating activities requiring ETID access must apply for a user ID and password.

d. In addition to the data required by Reference (r), the DTID must clearly indicate:

(1) The reimbursable category (such as foreign purchased, NAF, FCA), including the reimbursement fund citation, or an appropriate indicator that reimbursement is required (e.g., purchased with NAF or Disposal Authority Code "F" for FCAs). DTIDs without reimbursement data will be processed as non-reimbursable.

(2) The value and a list of component parts removed from major end items or a copy of the limited technical inspection showing the nature and extent of repair required.

(3) One of the SCCs listed in Reference (r), as determined by the generator.

e. DoD Components will turn in usable property with line item designations.

(1) To the extent possible, usable property will be turned in as individual line items with their assigned and valid NSN and UII (when applicable). Exceptions include property turned in as generator batchlots (see criteria in Paragraph 7e(2) of this enclosure); furniture turned in as a group on a single form; and locally purchased property without an NSN.

(2) Property may be turned in without a valid NSN when the materiel cannot be identified to a valid NSN in FEDLOG (e.g., locally purchased property). Prior to assigning an LSN, generating activities will match the part number or bar code number from the property against the DLA Logistics Information Service Universal Directory of Commercial Items Cross Reference Inquiry.

(3) Generating activities will assign an LSN if a part number or barcode is not available; the property is lost, abandoned, or unclaimed privately owned personal property; or the property is confiscated or captured enemy materiel. In Block 25 of the DTID, annotate the FSC, NATO codification bureau code, if available, and identify the noun, nomenclature, or part number.

(4) Due to national security concerns, the FSCs listed in Table 2 that are clearly MLI or CCL items require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include the appropriate FSC; the valid part number and manufacturer's name; nomenclature that accurately describes the item; the end item application; and a clear text statement explaining why the NSN is not included (e.g., locally purchased item, found on post, lost, abandoned, privately owned property). This information may be annotated directly on the DTID or securely attached to the DTID.

Table 2. Federal Stock Classes Requiring Turn-In By Valid NSN

<u>GROUP 10</u>	<u>GROUP 23</u>	<u>GROUP 58</u>
ALL FSCs	FSC 2305	FSC 5810**
	FSC 2355	FSC 5811**
<u>GROUP 11</u>	MLI or CCL items 2350	FSC 5820
ALL FSCs		FSC 5821
	<u>GROUP 28</u>	FSC 5825
<u>GROUP 12</u>	FSC 2840	FSC 5826
ALL FSCs	FSC 2845	FSC 5840
		FSC 5841
<u>GROUP 13</u>	<u>GROUP 29</u>	FSC 5845
ALL FSCs	FSC 2915	FSC 5846
		FSC 5850
<u>GROUP 14</u>	<u>GROUP 36</u>	FSC 5855
ALL FSCs	FSC 3690	FSC 5860
<u>GROUP 15</u>	<u>GROUP 42</u>	<u>GROUP 59</u>
FSC 1560	FSC 4230	FSC 5963
		FSC 5985
<u>GROUP 16</u>	<u>GROUP 44</u>	FSC 5998
FSC 1670	FSC 4470*	FSC 5999
<u>GROUP 17</u>	<u>GROUP 49</u>	<u>GROUP 66</u>
FSC 1710	FSC 4921	FSC 6615
FSC 1720	FSC 4923	
	FSC 4925	<u>GROUP 69</u>
<u>GROUP 18</u>	FSC 4927	FSC 6920
FSC 1810	FSC 4931	FSC 6930
FSC 1820	FSC 4933	FSC 6940
FSC 1830	FSC 4935	

Table 2. Federal Stock Classes Requiring Turn-In By Valid NSN, Continued

FSC 1840	FSC 4960	<u>GROUP 84</u>
		FSC 8470
<u>GROUP 19</u>		FSC 8475
FSC 1905		
*Disposal of originally configured Navy assigned FSC 4470 items is the responsibility of the U.S. Navy.		
**Disposal of FSC 5810/5811 equipment with a CIIC of 9 and that is classified (CIICs D, E, and F) or designated CCI is the responsibility of the owning Military Department and will not be received by DLA Disposition Services sites in its original configuration.		

(5) The DTID for any property turned in by LSN without an assigned DEMIL code must include a required clear text DEMIL statement, based on information in Reference (i). Generating activities may request assistance of a DLA Disposition Services site, DLA, or the integrated manager for the FSC to determine the appropriate statement. DLA Disposition Services sites will assist generating activities in developing the clear text DEMIL statement and assignment of the appropriate DEMIL code. If assistance is not requested or not used, DLA Disposition Services sites may reject the turn-in of materiel which does not meet established criteria.

f. Scrap DTIDs will include:

- (1) DI code.
- (2) Unit of issue (pounds or kilograms).
- (3) Quantity (total weight (estimated or actual)).
- (4) DTID number.
- (5) Precious metals indicator code.
- (6) Disposal authority code.
- (7) Basic material content (Block 17).
- (8) Reimbursement data, if applicable.

g. For HP documentation, see Volume 4 of this manual.

h. The generating activities will complete documentation for in-transit control of property (excluding scrap (SCC S)), waste, NAF, lost, abandoned, or unclaimed, privately owned, and FCA property) in accordance with Volume 3 of Reference (i), for shipments or transfers to DLA Disposition Services sites of property with a total acquisition value of \$800 or greater and all property designated as pilferable or sensitive identified by an NSN or part number. The ICS

document tracks property from the time of release by generating activity (regardless whether the property is shipped to the DLA Disposition Services site or retained by the generating activity) until the DLA Disposition Services site accepts accountability. The generating activities will update the records to reflect the change in accountability and custody.

i. DoD Components will identify defective items, parts, and components containing latent defects.

(1) General Information

(a) Category 1 (CAT 1) Defective or Counterfeit Property

1. Is identified as military or Federal Government specification property intended for use in safety critical areas of systems, as determined by the user and reported to the item manager.

2. Does not meet commercial specifications.

3. If used, would create a public health or safety concern; RTDS as usable property is prohibited.

4. Must be mutilated by the generating activity according to specific instructions provided by the item manager.

(b) Category 2 (CAT 2) Defective Property

1. Does not meet military or Federal Government specifications, but may meet commercial specifications.

2. Cannot be used for its intended military purpose and must not be redistributed within the Department of Defense, as directed by the item manager.

3. May be used for commercial purposes and may be transferred, donated, or sold as usable property.

4. If sold, requires special terms and conditions warning purchasers that the property is CAT 2 defective and is not acceptable for resale back to the Department of Defense.

(2) ICP Requirements

(a) ICPs will list defective property with the Government-Industry Data Exchange Program, located at <https://www.gidep.org/>.

(b) The DLA Disposition Services Safe Alert or Latent Defect program contains additional disposal processing information for defective property and can be viewed at <https://www.dla.mil/dispositionservices.aspx>.

(3) Sales Requirements

(a) If the property has been rejected as defective due to non-conformance with U.S. Government specifications, it may be authorized for sale with a statement as to the specific reason for its rejection. DLA Disposition Services will ensure that U.S. Government identification, such as contract numbers, specification numbers, NSN, and any other printing that would identify the item with the U.S. Government is removed or obliterated. A statement to this effect will be included in the sales offering, as a condition of sale. Terms or conditions in sale offerings will warn purchasers that the property is CAT 2 defective and is not acceptable for resale to the U.S. Government.

(b) Return copies of the DTID from the DLA Disposition Services site. Unless generating activities provide written notification to DLA Disposition Services sites that electronic receipt confirmations are acceptable, DLA Disposition Services sites will provide final receipt documentation for each DTID. Generating activities can ask the DLA Disposition Services property accounting system to query transactions status.

5. PROPERTY CUSTODY DETERMINATIONS

a. Physical Custody Retention

(1) Generating activities should consider retaining physical custody of property declared as excess to reduce handling and preclude transportation costs.

(2) An MOU will be established between the servicing DLA Disposition Services site and the generating activity. Custodial and accountability responsibilities will be identified in the MOU. DLA Disposition Services sites will not take accountability until the MOU is executed and signed at the approval levels identified in the MOU.

(3) Inspection(s) will be completed by the DLA Disposition Services site, where appropriate. If not accomplished by the DLA Disposition Services site, a mutually agreeable disposal condition code will be assigned.

(4) Generating activities are responsible for all expenses incurred before acceptance of accountability by a DLA Disposition Services site. At the point of DLA Disposition Services accountability acceptance (not in conditional acceptance time frame, as described in Paragraph 7b of this enclosure), expenses (e.g., packaging, crating, handling, and transportation of non-hazardous excess, surplus, and FEPP) are borne by DLA Disposition Services. Exceptions may be negotiated by a DoD Component or federal agency representative at a level commensurate with DLA Disposition Services Director (Senior Executive Service level).

(5) The DLA Disposition Services site will provide barcode labels to the generating activity to affix on the property. The labels will contain the DTID number, DEMIL code, and federal condition code. The label will be positioned to clearly indicate that the property accountability has passed to DLA Disposition Services (e.g., "on DLA Disposition Services Site

Inventory”). Property should be consolidated and protected in a designated area. The activity with physical custody is responsible for the property’s care and protection until it is disposed of or moved to a DLA Disposition Services site.

b. Turn-Ins. When the generating activity decides to transport property to the DLA Disposition Services site, the care and custody of the property will be borne by the DLA Disposition Services site at the point of physical receipt.

6. TRANSFERRING USABLE PROPERTY AND SCRAP TO A DLA DISPOSITION SERVICES SITE

a. Generating activities will comply with this manual, Reference (r), and their Service or agency retention and disposal policies and procedures when preparing property for transfer for disposal. The generating service will maintain accountable records of accountable property, in accordance with Reference (h), until formally relieved of accountability by DLA Disposition Services.

b. Generating activities will schedule all transfers (receipt in-place or physical) through advanced notification (i.e., use of a listing or automated DTIDs).

c. Usable property will, to the extent possible, be transferred as individual line items with their assigned valid NSN and UII (when applicable). Exceptions include property turned in as generator batchlots, furniture turned in as a group on a “tally-in” form, and locally purchased property without an NSN.

d. Scrap, properly identified with supply class by basic material content and segregated, must be transferred to a DLA Disposition Services site using a DTID.

e. If the deficiency prohibits further DoD use, the materiel will remain in SCC Q, and owners will direct transfer of the materiel to DLA Disposition Services sites following the guidance in Paragraph 4i of this enclosure. Improperly documented, unauthorized source, defective, non-repairable, and time-expired aviation CSI/FSCAP materiel that is not mutilated by the holding activity will be directed to the DLA Disposition Services site in SCC Q with management code S. All such materiel will be mutilated. The ICP/IMM should identify to the DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding HM, HW, or HP contained in the item. When transferring such aviation CSI/FSCAP to a DLA Disposition Services site, the generating activity DTID must clearly state in block 17 that the part is defective, non-repairable, time-expired, or otherwise deficient and that mutilation is required.

f. Property capable of spilling or leaking may not be transferred to a DLA Disposition Services site in open, broken, or leaking containers. All property will be non-leaking and safe to handle.

g. For physical transfers, generating activities will be responsible for movement of the property or scrap to the nearest DLA Disposition Services location.

h. DEMIL instructions are to be provided by the ICP or IMM. DEMIL F items must have a valid and verifiable NSN. LSNs with DEMIL F are not valid. DLA Disposition Services sites will not accept DEMIL F property without the proper instructions.

i. DTIDs that do not meet the requirements in section 5 of this enclosure will be rejected and returned to the Military Departments.

j. To obtain DEMIL F instructions, please visit the Army's Integrated Logistics Support Center Website at <https://tulsa.tacom.army.mil/DEMIL>.

7. RECEIPT OF PROPERTY AND SCRAP

a. During Transfer

(1) DLA Disposition Services sites are responsible for ensuring proper receipt, classification, processing, safeguarding, storing, and subsequent shipping of all property and scrap. This includes property to be accounted for as items and properly segregated scrap and waste with RTDS value, and materiel destined for disposal.

(2) DLA Disposition Services sites will assist, when requested, in tracing property when an in-transit control follow-up has been received by the generating or shipping activity.

(3) DLA Disposition Services sites will maintain close liaison with generating activities to ensure:

(a) Informational guidance on disposal transfers is given to generating activities.

(b) A DLA Disposition Services site's receiving capability and the volume of property to be transferred is taken into consideration for turn-in scheduling. Property inspections will be performed in-place if more advantageous due to the characteristics of the property, as determined by DLA Disposition Services.

(c) Assistance is provided to generating activities, as needed, to assure proper segregation of scrap and HW material before transfer. If the weight generated, market conditions, or local trade practices warrant, further scrap segregation will be made.

(d) All property (except unsalable materiel that is precluded from sale by law), including scrap and refuse or trash with a RTDS value, is processed as set forth in this manual and will not be disposed of by dumping in landfills. If the DLA Disposition Services site has knowledge of salable materiel being dumped in a sanitary fill, the DLA Disposition Services site chief will notify the installation commander regarding the matter.

(e) Property received is protected to prevent damage from unnecessary exposure to the elements. Property transferred as condemned may still be usable, and its preservation may benefit the Defense Materiel Disposal Program.

1. Instances of improper handling of government property will be brought to the attention of the generating activity or installation commander for remedial action.

2. Recurrent instances of improper care or handling will be documented for referral to DLA and the disposal focal points of the Military Departments and Defense Agencies.

(4) The generating activity will assure all property and scrap is properly identified, including special handling requirements, and that automated information system or manually prepared documentation contains the required number of copies and appropriate information for property received in place or physically accepted.

(a) To the maximum extent possible, DLA Disposition Services sites will validate items during pre-receipt processes with documentation preparation and receipt processes with the physical transfer of the property.

1. The generator's representative (if present) should assist with validation. Whether received in place or at a DLA Disposition Services site, a receipt copy of the DTID will be provided to the generator's representative at that time.

2. If the turn-in is not accompanied by the generator's representative, the official receipt documentation will be provided in the most efficient method available; e.g., through an electronic listing of items received, an actual copy of an annotated DTID, or an electronic return of an annotated DTID through a web-based document management system.

3. For turn-ins accompanied by a generator representative, a conditional receipt copy will be provided at the time of delivery. DLA Disposition Services sites will initial in block 22 and date block 23 of the DTID. This copy constitutes conditional acceptance and becomes the official receipt unless property is rejected on a supply discrepancy Report within 15 workdays.

(b) Validation will consist of verifying property description and quantity, and assuring an authorized and appropriate SCC was assigned by the generating activity. DLA Disposition Services sites and generating activities will work together to validate and verify requirements and obtain appropriate certifications, etc., when property is received in place versus physically transported to a DLA Disposition Services site. The MOU, discussed in Enclosure 3 of this volume, will be used for securing and documenting these requirements.

(c) DLA Disposition Services site personnel may exercise discretionary authority to change and challenge SCCs (except for items in SCC Q, which will be downgraded to scrap and mutilated).

(d) For items in the general hardware, clothing, tools, furniture, and other nontechnical FSCs, DLA Disposition Services sites are authorized to use their best knowledge, judgment, and discretion to change and assign the appropriate SCC when determined, through physical inspection and examination, or where an obvious error in condition coding exists. DLA Disposition Services sites are responsible for any SCC changes they make and will document the change on the DTID.

(e) For specialized items such as avionics, or items that require test, measurement, or diagnostic to determine serviceability, DLA Disposition Services site should challenge the generating activity SCC assignment if it appears incorrect. Items in original pack and unopened containers that are coded condemned or unserviceable should be viewed with guarded skepticism and challenged back to the generating activity.

(5) Appropriate actions will be taken for discrepancies detected during pre-receipt or receipt:

(a) If property is to be physically received and the generating activity's representative is present, accountability and physical custody of the property will normally remain with the generator until reconciled. DLA Disposition Services sites, at their discretion, may retain physical custody until reconciled.

(b) Discrepancies noted during the receiving process, which may be discovered after electronic or hard copy documentation is received, will be processed in accordance with Reference (ae).

(c) DLA Disposition Services will barcode the property for identification purposes. Barcoding should include use of any UII or IUID in place when applicable.

b. Conditional and Accountable Acceptance Distinction. Conditional and accountable acceptances are separate actions.

(1) Conditional acceptance occurs when a generating activity representative accompanies a transfer. DLA Disposition Services sites will provide a conditional receipt copy at time of physical delivery. Conditional acceptance becomes official and final acceptance receipt unless property is officially rejected by the DLA Disposition Services site within 15 workdays.

(2) Accountable acceptance becomes final when verification of accurate property description, valid condition code assignment, correct quantity, and UII (when applicable) is completed by the DLA Disposition Services site. Physical inspections will be conducted, as appropriate.

(3) During the conditional acceptance processing, if the property is physically transferred to the DLA Disposition Services site and an inventory discrepancy surfaces, the DLA Disposition Services site will research and provide a report of the lost, damaged, or destroyed property in accordance with procedures in Reference (j). If the property remains at the generating activity site for receipt-in-place and an inventory discrepancy surfaces, the generating activity will research and provide a report of the lost, damaged, or destroyed property in accordance with procedures in Reference (j). The accountable organization will amend the accountable property records as appropriate upon completion of the property loss investigation.

c. Document Acceptance. DLA Disposition Services sites will use a full signature for receipts in block 22 of the DTID. The conditional acceptance date will be entered in block 23. DLA Disposition Services sites will also use this date for the accountable record receipt transaction.

d. Returning Receipts. DLA Disposition Services sites will return one hard copy on physical transfers, including generator-prepared batchlots, if required by the generating activity. DLA Disposition Services will make return receipts available to generators via a web-based document management system. Generating activities may access this system via the DLA Disposition Services Website (<https://www.dla.mil/dispositionservices.aspx>) and search, view, and download copies of turn-in documentation. DLA Disposition Services personnel should work with generating activities to encourage the use of a web-based document management system and eliminate hard copy return receipts.

(1) For property physically received by a DLA Disposition Services site, generating activities will be provided a receipt copy upon delivery.

(a) These receipts are considered conditional acceptance of accountability, pending completion of DLA Disposition Services site inspection and verification of the turn-in. If no follow-up report is received by the generating activity within 15 workdays, the provisional copy becomes the official receipt document, and the DLA Disposition Services Site assumes full accountability.

(b) If the receipt is not recorded in a web based document management system within 30 days, the provisional copy becomes the official receipt copy and the DLA Disposition Services site assumes full accountability.

(c) If a discrepancy is found, DLA Disposition Services sites may contact the generating activity and attempt resolution. If required, the guidance shown in Paragraph 7b(3) of this enclosure will be used for inventory discrepancies.

(d) When acceptance is not possible, a reject notice will be provided to the generating activity within 7 workdays. Return receipts are available to generators via a web-based document management system.

(2) For turn-ins made by commercial carrier, parcel post, etc., DLA Disposition Services sites will provide receipt copies no later than 5 workdays after delivery. These receipts are considered conditional acceptance of accountability pending completion of DLA Disposition Services site inspection and verification of the turn-in. If a discrepancy is found, DLA Disposition Services sites may contact and attempt resolution. When acceptance is not possible, a reject notice will be provided to the generating activity within 7 workdays.

e. DLA Disposition Services Site Batchlots

(1) Consistent with the DoD ICS and in accordance with DLA Disposition Services operating guidance, DLA Disposition Services sites may batchlot property after receipt:

(a) Batchlot property with an extended line item value of \$800 or less, in SCCs A – H.

(b) Batchlot property that does not contain pilferable or sensitive materiel.

(2) Property assigned DEMIL code “A” in the critical or non-critical FSG/FSCs, excluding FSCs 5985, 5998, and 5999, is eligible for batchlotting.

(3) DLA Disposition Services sites may batchlot property requiring the same type of special processing, e.g., reimbursable property, same FSC.

(4) DLA Disposition Services sites may batchlot clothing and textile products with infrared or spectral reflectance with a DEMIL code of “E,” but the batchlots require a certification on the DTID.

Figure 1. Infrared/Spectral Reflectance Batchlots Certification

“I certify that the clothing and textile items within this batchlot do not contain any items that have been designated as chemical or biological protective clothing or masks.”	
_____ Signature	_____ Date
_____ Name (Print/Type)	_____ Title
_____ Activity/Unit	_____ Grade/Rank

(5) DLA Disposition Services sites will exclude from batchlotting:

(a) Chemical, biological, radiological, and nuclear property and clothing (FSG 83 and 84); lab equipment, such as centrifuges, biological incubators, micromilling machines, biological safety cabinets, laboratory evaporators; (FSG 66), camouflage clothing and individual equipment.

(b) Low dollar property with high potential for RTDS.

(c) Property defined as a special case in Enclosure 3 of Volume 4 of this manual that requires special receipt and handling requirements that cannot be met at time of receipt.

(d) DEMIL required items identified in Reference (i), DEMIL codes B, Q, and property in critical FSCs in DEMIL codes C, D, E, F, G, and P. Property in FSCs 5935, 5996, and 5999 will not be batchlotted regardless of DEMIL code.

(e) Property requiring inert certification.

(f) Small arms or light weapons.

- (g) Lasers.
- (h) Radioactive materiel (e.g., gauges, meters, watches) not eligible for turn-in.
- (i) Chemical, biological, radiological, and nuclear defense equipment - These items are DEMIL F and instructions have to be followed for disposition and are NOT turned in to DLA disposition.
- (j) Items with a CIIC. Items determined to be pilferable or sensitive in accordance with Reference (ae) and DLAR 4145.11/AFJMAN 23-209/TM 38-410/NAVSUPPUB 573/MCO 4450.12A (Reference (ad)).
- (k) HP.
- (l) Metalworking machinery and former industrial plant equipment.
- (m) Grade 8 fasteners and machine bolts in FSCs 5305 and 5306. Do not batchlot these items if they appear on the Safe Alert or Latent Defect list.
- (n) Property in SCC A with a total extended value, per DTID, of \$50 or more, as shown in Table 3.

Table 3. FSCs in SCC A > or = \$50 Excluded From Batchlotting

FSC	Description
2910	Engine Fuel System Component, Non-Aircraft
2920	Engine Electrical System Components, Non-Aircraft
2940	Engine Air and Oil Filters, Strainers and Cleaners, Non-Aircraft
2990	Miscellaneous Engine Accessories, Non-Aircraft
3030	Belting, Drive Belts, Fan Belts, and Accessories
4730	Fittings and Specialties; Hose, Pipe, and Tube
5660	Fencing, Fences and Gates and Components
5895	Miscellaneous Communication Equipment
5910	Capacitors
5935	Connectors, Electrical
5940	Lugs, Terminals, and Terminal Strips
5961	Semi-Conductor Devices and Associated Hardware
6530	Hospital Furniture, Equipment, Utensils and Supplies
6680	Liquid/Gas Flow, Liquid level/Mechanical Motion Measuring Instruments
7105	Household Furniture
7195	Miscellaneous Furniture and Fixtures
9999	Miscellaneous Items (cannot conceivably be classified anywhere else)

(6) Notwithstanding the information in Paragraph 7e(5), RTD customers may order individual items from a batchlot. DLA Disposition Services sites will honor these requests.

Otherwise, items will not be removed from batchlots.

(7) DLA Disposition Services sites are responsible for ensuring official receipt copies are returned accessible to generating activities (electronically or hard copy). They must provide tracing assistance for any DTID receipt copy not received by the generating activity.

8. IDENTIFICATION, BARCODING, AND STORAGE REQUIREMENTS

a. Usable property, transferred to a DLA Disposition Services site or received in original location, must be clearly identified with barcode labels. The labels will be affixed to property from time of receipt (physically or receipt-in-place) until final removal and will correspond with accountability records. For property stored at DLA Disposition Services sites, signs will be placed appropriately to identify property status (RTD, DEMIL, etc.) and to minimize confusion to customers.

b. Scrap transferred to a DLA Disposition Services site or received in original location will be accumulated and segregated to prevent commingling basic material content.

(1) For use in providing the basic material content information, scrap will be identified using the standard waste and scrap classification code contained in the Distribution Standard System codes and terms pocket reference located at the DLA Disposition Services Webpage (<https://www.dla.mil/dispositionservices.aspx>). The pocket reference is formatted alphabetically.

(2) Barcoded labels are not required for scrap accumulations. However, both the generating activity and DLA Disposition Services accounting records must correspond with the scrap identifications and weights. DLA Disposition Services must use the scrap classification code in its Distribution Standard System accounting records.

(3) During storage, DLA Disposition Services will place appropriate signs to identify types of scrap and maximize visibility to customers.

9. ACCOUNTING FOR PROPERTY AT THE DLA DISPOSITION SERVICES SITE

a. Correct accounting for all excess property, surplus property, and FEPP by both the Military Departments and DLA Disposition Services sites is critical. Non-compliance can result in property being misappropriated with potentially severe consequences. Proper accounting impacts resourcing (money, equipment, and personnel) decisions.

b. Accountability records will be maintained in auditable condition, allow property to be traced from receipt to final disposition, and cleared from the ICS, when appropriate. DLA Disposition Services' accountability system will incorporate the requirements of References (q) and (u), and DLA Instruction 4208 (Reference (ae)).

c. If a contingency operation requires a deviation from standard accountability practices, Military Departments and DLA Disposition Services sites will maintain spreadsheets, listings, or

the most appropriate method of temporary accountable records. When the contingency operation reaches a point where prescribed accountability practices can be resumed, the temporary documents will be used for establishing, updating, or adjusting official accountability records (both Military Departments and DLA Disposition Services sites) as applicable.

d. DLA Disposition Services' property accountability records will be maintained in sufficient detail to support required sales proceeds reimbursements.

(1) Materiel with different fund citation appropriations may be combined in sale lots; however, DLA Disposition Services accountability systems will retain individual disbursement information to allow appropriate reimbursements to local or departmental accounts, as designated by Chapter 5 of Volume 11a of Reference (j).

(2) Non-reimbursable scrap may be physically combined with other scrap when considered advantageous; however, accountability records will be maintained to substantiate pro-rating of the proceeds.

e. Usable and scrap determination and accounting are calculated as follows:

(1) When property not requiring DEMIL is assigned SCCs F, G, or H, the DLA Disposition Services site may determine property has scrap value only and classify and process as "scrap upon receipt."

(2) Personal property assigned other SCCs, which the DLA Disposition Services site determines to only have basic materiel content value, may be downgraded to scrap after the end-of-screening date and completion of any required DEMIL.

(3) DLA Disposition Services sites will minimize changing or challenging SCCs and downgrades upon receipt.

(4) When an item has been offered on a competitive sale and no bid has been received, or bids received are less than the scrap value of the item, the property may be downgraded to scrap and re-offered for sale as scrap. This includes property returned to a DLA Disposition Services site from a joint commercial sales partner that has been confirmed as mis-described or as containing only basic material content value. Similar items received within a 12-month period that have a history of being nonsalable may be downgraded to scrap at end-of-screening date.

(5) When a DLA Disposition Services site determines obsolete printed materials have no RTD potential and only scrap market value, these items will be downgraded to scrap upon receipt.

(6) When end items are turned in as scrap and are reclaimed or disassembled for their usable components, the DLA Disposition Services site's records will be adjusted to reflect the acquisition cost (estimated, if not known) of the components removed.

f. Scrap accounting is calculated by weight.

(1) Estimated weight may be used for receiving scrap if scales are not available or if weighing is impractical. Disposition of scrap for sale or demanufacturing must be weighed to provide accurate accounting and reconciliation with the DLA Disposition Services accountable record.

(2) The acceptable degree of accuracy of estimation is 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and shortages discovered on release of property that exceed allowable tolerances will be adjusted.

(3) High value scrap must be weighed at the time of receipt.

10. CALIBRATION AND MAINTENANCE OF WEIGH SCALES

a. DoD activities, including DLA Disposition Services sites with scales used for receipts and disposition of scrap, will ensure weigh scales under their jurisdiction are maintained, repaired, and calibrated annually or more often if required by State or local laws.

b. Activities with scales will maintain a log or record of visits by qualified inspectors showing the date of the visit and, where appropriate, action taken to correct the accuracy of the scales. A signed copy of the inspector's findings will be maintained. The activity is responsible for obtaining the services of a qualified scale inspector and requesting repair when needed.

11. PHYSICAL INVENTORY ACCURACY

a. DLA Disposition Services sites will conduct physical inventories. At a minimum, a sample inventory will be conducted at each DLA Disposition Services site annually. Inventory accuracy of at least 90 percent will be maintained for all usable property, except DEMIL required property, HP, and pilferable or sensitive property. Discrepancies will be corrected in accordance with section 12 of this enclosure. If sample inventories for usable property are less than 90 percent accurate, a wall-to-wall inventory will be conducted.

b. Physical inventories for DEMIL required property, HP, and pilferable or sensitive property will be conducted at least annually. Inventory accuracy of 100 percent will be maintained. If less than 100 percent accuracy, DLA Disposition Services site will report the discrepancies in accordance with procedures in Reference (j).

c. Usable property remaining on the DLA Disposition Services site account in excess of 6 months will be inventoried on a monthly basis and certified.

d. Inventory discrepancies will be researched as part of the inventory process and corrections documented as inventory adjustments.

e. DLA Disposition Services will provide the DLA Disposition Services sites with direction for maintaining and reconciling scrap accumulations and accountable records. Reconciliation will be performed at least monthly.

12. INVENTORY DISCREPANCIES AND ADJUSTMENTS

a. Errors Before Acceptance. Item identification, quantity, condition, or price data errors discovered before official acceptance of accountability will be resolved and corrected during receipt.

b. Errors After Acceptance. Discrepancies discovered after acceptance of accountability; that is, differences between recorded balances and quantities on hand, will be processed as inventory adjustments. Inventory adjustment procedures are contained in Chapter 7 of Volume 12 of Reference (j).

c. Property Not in DLA Disposition Services Site Custody

(1) When property for which a DLA Disposition Services site has assumed accountability, but not physical custody, becomes lost, damaged, or destroyed, the custodial activity will investigate the discrepancy and provide its findings to the DLA Disposition Services site.

(2) The DLA Disposition Services site will provide the custodial activity with requested item identification number, such as NSN, DTID number, or UII (when applicable) or copies of pertinent documentation for the lost, damaged, or destroyed item.

(a) If the custodial activity determines the discrepancy is due to a recordkeeping error, it will fully document the error and inform the DLA Disposition Services site to prepare an inventory adjustment.

(b) If the discrepancy is not due to a recordkeeping error, the custodial activity must prepare a DD Form 200, "Financial Liability Investigation of Property Loss," in accordance with criteria contained in Chapter 7 of Volume 12 of Reference (j).

(3) Within 30 days after notification of the loss of the property, the custodial activity must provide the DLA Disposition Services site a completed copy of the DD Form 200 as supportive documentation for the DLA Disposition Services site to process an inventory adjustment.

13. PROPERTY DISPOSITION

a. Packing, Crating, and Handling. Packing, crating, and handling for DoD orders will be arranged by the DLA Disposition Services site in most cases. When property is received in place, the generating activity will prepare the property for shipment. DLA Disposition Services will submit payment for these services according to the established ISSA or by DLA Disposition Services military interdepartmental purchase request.

b. Transportation. DLA Disposition Services will directly fund transportation costs associated with reutilized property on each transaction. However, these costs are recouped as part of the Service-level annual billings for all associated disposition costs incurred by the services, including all transportation costs during the year. That is, individual DoD units do not

pay for reutilization transportation on each individual transaction, but their Military Service is billed on an annual basis.

14. AUDITS

a. Outside Command Involvement. When it is necessary to obtain or confirm data on materiel transferred to or from disposal accounts, and this involves crossing command lines between DoD Components, the policy in DoDI 7600.02 (Reference (af)) will apply.

b. Joint Service and DLA Directives Used During Audits. The DoD Components will maintain a clear audit trail of the documentation for the disposition of property in accordance with their internal issuances for audits. The internal issuances that govern Army, Navy, and Air Force are:

- (1) AR 36-2 (Reference (ag)).
- (2) SECNAVINST 7510.7F (Reference (ah)).
- (3) Air Force Policy Directive 65-3 (Reference (ai)).

ENCLOSURE 5

DONATIONS, LOANS, AND EXCHANGES

1. AUTHORITY AND SCOPE

a. FMR. Provisions for donation of surplus personal property are provided in accordance with subchapter B, part 102-37 of Reference (e).

b. Other Regulations

(1) Section 2576a of Reference (k) permits the Secretary of Defense to transfer certain property for use for State and local law enforcement agencies. Notwithstanding Reference (e), donations may be made only as authorized by law; under separate statutes, the Secretaries of the Military Departments may donate certain excess materiel to authorized recipients; through GSA, the Department of Defense may donate surplus property to authorized donees. Donations are subordinate to Federal agency needs, but take precedence over sale or A/D. Section 4 of this enclosure also contains guidance and procedures pertaining to loans or exchanges, providing specific instructions to authorized donees.

(2) Sections 5121 through 5206 of Title 42, U.S.C. (Reference (aj)) authorize Federal assistance to States, local government, and relief organizations based on a declaration of emergency or major disaster.

(3) Sections 2557, 2572, 2576, and 2576a of Title 10, U.S.C. (Reference (k)) establish the procedures for organizations participating in surplus personal property donation programs, specifically the organizations discussed in this enclosure.

c. Agreements. Technology transfer projects and section 2194 of Reference (k) address educational partnership agreements.

2. COMPLIANCE WITH NONDISCRIMINATION STATUTES REQUIREMENTS

a. All of the donation programs covered by this enclosure must comply with:

(1) Section 2000a of Reference (aj), also known as “the Civil Rights Act of 1964.”

(2) Chapter 38 of Title 20, U.S.C., also known as “Title IX of the Education Amendments of 1972” (Reference (ak)).

(3) Chapter 16 of Title 29, U.S.C., also known as the “Rehabilitation Act of 1973” (Reference (al)).

(4) Chapter 76 of Reference (aj), also known as the “Age Discrimination Act of 1975.”

b. Any complaints alleging violations of these acts or inquiries concerning the applicability to the programs covered in this enclosure will be handled by elevating issues through the appropriate chains of command and agency-to-agency dialog.

3. DONATIONS OF SURPLUS PERSONAL PROPERTY

a. General

(1) Surplus property is allocated by GSA considering the factors listed in Reference (e).

(2) GSAXcess® is available for State agencies for surplus property (SASPs) and donees, when authorized, to search for and select property for donation. Screening is accomplished during the timeframes specified in Enclosure 4 of Volume 3 of this manual.

(3) Upon allocation, GSAXcess® will generate the SF 123, “Transfer Order Surplus Personal Property” to the agency for approval and return. DoD orders for DLA Disposition Services assets with a UMMIPS Priority Designator within Issue Priority Group 1 (Priorities 01 - 03), and non-mission capable supply orders will be submitted to DLA Disposition Services as an exception. DLA Disposition Services will immediately fill these orders and notify the GSA area property officer for the Front End Data System record adjustment. Priority 4 – 15 orders received during this timeframe will not be honored.

b. Accessing GSAXcess®. GSAXcess® screening requires an access code from GSA. To learn about Front End Data System and obtain access code information, see <https://gsaccess.gov/htm/xcessuserguides.htm>.

c. Release of Government Liability. On a case-by-case basis, “hold harmless” clauses to protect the United States may be used, depending on the types and quantities of property. Such provisions must be written in coordination with appropriate DoD Component legal counsel.

d. Reporting. DLA will provide GSA a report of property transferred to non-federal recipients. The report:

(1) Will be submitted to GSA through the GSA online Personal Property Reporting Tool within 90 calendar days after the close of each fiscal year. The Personal Property Reporting Tool is located at <https://www.property.reporting.gov/PPRT>. If for any reason the report is delayed, the organization who possesses the property should contact the GSA Office Personal Property Asset Management, 1800 F Street, NW, Washington, D.C. 20405, with an explanation of the delay. The report must cover personal property disposed during the fiscal year in all areas within the 50 United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, the Federated States of Micronesia, the Marshall Islands, Palau, and the U.S. Virgin Islands. Negative reports are required.

(2) Must reference Interagency Report Control Number 0154-GSA-AN and contain:

- (a) Name of the non-Federal recipient.
- (b) ZIP code of the recipient.
- (c) Explanation as to the type of recipient (e.g., contractor, grantee, cooperative, Stevenson-Wydler recipient, licensee, permittee).
- (d) Appropriate 2-digit FSC group.
- (e) Total original acquisition cost of all personal property furnished to each recipient.
- (f) Appropriate comments as necessary.
- (g) IUID or UII equivalent.

e. Donation Restrictions

(1) All surplus property (including property held by working capital funds established under section 2208 of Reference (k) or in similar funds) is available for donation to eligible recipients, in accordance with authorizing laws, except for property in the categories in Paragraphs 3e(1)(a) through 3e(1)(l) of this enclosure:

- (a) Agricultural commodities, food, and cotton or woolen goods determined from time to time by the Secretary of Agriculture to be commodities requiring special handling with respect to price support or stabilization.
- (b) Controlled substances.
- (c) Foreign purchased property (as identified in Reference (z)).
- (d) Naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines.
- (e) NAF property.
- (f) MLI, except in compliance with References (c), (i), and (v).
- (g) CCL items, except in compliance with the References (u) and (v).
- (h) Property acquired with trust funds (e.g., social security trust funds).
- (i) Records of the Federal Government.
- (j) Vessels of 1,500 gross tons or more, excluding specified Naval combat vessels,

which the Maritime Administration determines to be merchant vessels or capable of conversion to merchant use (as defined in Reference (e)).

(k) Items as may be specified from time to time by the GSA Office of Government-wide Policy.

(l) Property that requires reimbursement upon transfer (such as abandoned or other unclaimed property that is found on premises owned or leased by the government).

(m) HW.

(n) Other HP and HM not otherwise identified in the categories in Paragraphs 3e(1)(a) through 3e(1)(m) that is not serviceable, for example, SCCs listed in Reference (r) as SCC E for unserviceable (limited restoration) materiel, SCC F for unserviceable (reparable) materiel, and SCC G for unserviceable (incomplete) materiel, SCC H for unserviceable (condemned) materiel, SCC P for unserviceable (reclamation) materiel.

(2) Certain items require special processing for donations (in accordance with the requirements in Reference (z)). Volume 4 of this manual provides the procedures.

f. Returnable DoD Property

(1) As restrictions are imposed on certain commodities, the Department of Defense, through GSA, will request a return of these items and provide guidance.

(2) Known restrictions require written certification and signature by the recipient at the time of removal.

g. Allocating Surplus Property. GSA directly allocates property to:

(1) Federal Aviation Administration (FAA). Public airports are managed through the FAA.

(a) The FAA Administrator has the responsibility for selecting property determined to be either:

1. Essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport, as defined in section 47102 of Title 49, U.S.C. (Reference (am)).

2. Reasonably necessary to fulfill the immediate and foreseeable future needs of the grantee for the development, improvement, operation, or maintenance of a public airport.

3. Needed to develop sources of revenue from non-aviation businesses at a public airport.

(b) Public airports will secure advance approval of donations by obtaining signatures

of the applicable FAA airport branch chief and by the GSA regional office on the order (SF 123).

(2) United States Agency for International Development

(3) SASPs

(a) SASPs are responsible for determining eligibility of applicants; fairly and equitably distributing donated property to eligible donees within their State; assuring donees comply with donation terms and conditions; and when requested by donee, arranging for or providing shipment of property from the federal holding agency, e.g., DLA Disposition Services sites, directly to the recipients.

(b) The SASP donates property to public and eligible nonprofit organizations. Types of eligible recipients are:

1. Medical institutions, hospitals, clinics, and health centers.
2. Drug abuse and alcohol centers.
3. Providers of assistance to homeless individuals.
4. Providers of assistance to impoverished families and individuals.
5. Schools, colleges, and universities.
6. Schools for the mentally and physically disabled.
7. Child care centers.
8. Radio and television stations licensed by the Federal Communications Commission as educational radio or television stations.
9. Museums attended by the public.
10. Libraries providing the resident public (community, district, State, or region) with free access.
11. State and local government agencies, or nonprofit organizations or institutions. Section 3015 and section 3020 of Reference (aj) authorize donations of surplus property to State and local government agencies, or nonprofit organizations or institutions that receive federal funding to conduct programs for older individuals.
12. States and territories.
13. SEAs. The Deputy Secretary of Defense is authorized to designate new SEAs. Table 4 includes the list of approved SEAs. SEA nominations from the Military Departments or

Defense Agencies should be forwarded to the Office of the Assistant Secretary of Defense for Sustainment, 3500 Defense Pentagon, Washington, DC 20301-3500

14. Educational activities that are of special interest to the Military Services may receive surplus DoD property in accordance with Chapter 101 of Reference (e).

Table 4. SEA National Offices

American National Red Cross 17th and D Streets NW Washington, DC 20006	Armed Services YMCA of the USA 6225 Brandon Avenue, Suite 215 Springfield, VA 22150-2510
Big Brothers/Big Sisters of America 230 North 13th Street Philadelphia, PA 19107	Boys and Girls Clubs of America 771 First Avenue New York, NY 10017
Boy Scouts of America 1325 Walnut Hill Lane Irving, TX 75038-3096	Camp Fire, Inc. 4601 Madison Avenue Kansas City, MO 64112-1278
The Center for Excellence In Education 7710 Old Springhouse Road McLean, VA 22102	Girl Scouts of America 420 5th Avenue New York, NY 10018-2702
Little League Baseball, Inc. Williamsport, PA 17701	National Association for Equal Opportunity In Higher Education 2243 Wisconsin Avenue NW Washington, DC 20007
National Ski Patrol System, Inc. 133 South Van Gordon Street, Suite 100 Lakewood, CO 80228	U.S. Naval Sea Cadet Corps 2300 Wilson Boulevard Arlington, VA 22201
United Service Organizations, Inc. 601 Indiana Avenue Washington, DC 20004	United States Olympic Committee 1 Olympic Plaza Colorado Springs, CO 80909-5760
National Director Young Marines of the Marine Corps P.O. Box 70735, Southwest Station Washington, DC 20024-0735	President -- Board of Directors Marine Cadets of America USN & MC Reserve Center Fort Nathan Hale Park New Haven, CT 06512-3694
Corporation for the Promotion of Rifle Practice and Firearms Safety Erie Industrial Park, Building 650 P.O. Box 576 Port Clinton, OH 43452	Marine Corps League P.O. Box 3070 Merrifield, VA 22116

(c) High schools that host a Junior Reserve Officer Training Corps Unit or a National Defense Cadet Corps Unit, Naval Honor Schools, and State Maritime Academies should contact their sponsoring Military Department regarding donations.

(d) SEAs must maintain separate records that include:

1. Documentation verifying that the activity has been designated as eligible by the Department of Defense to receive surplus DoD property.

2. A statement designating one or more donee representatives to act for the SEA in acquiring property.

3. A listing of the types of property that are needed or have been authorized by the Department of Defense for use in the SEA program.

h. Identification of Screeners

(1) SASP personnel or donee personnel representing a SASP must have a valid screener-identification card (GSA Optional Form 92, screener's identification, or other suitable identification approved by GSA) before screening and selecting property at holding agencies. However, SASP or donee personnel do not need a screener ID card to inspect or remove property previously set aside or approved by GSA for transfer.

(2) Screeners, having identified themselves and indicated the purpose of their visit, will sign the Visitor or Vehicle Register and be allowed to complete donation screening only.

i. Screening and Ordering Procedures for DLA Disposition Services Property

(1) Enclosure 5 of Volume 3 of this manual outlines the screening timeframes for zone of interior (ZI) surplus and FEPP that has reached the surplus release date.

(2) When a prospective donee contacts a DLA Disposition Services site or military installation regarding possible acquisition of surplus property, the individual or organization will be advised to contact the applicable SASP for determination of eligibility and procedures to be followed. The DLA Disposition Services sites will assist interested parties regarding availability of surplus property.

(3) SASP contacts may be located on the GSA Website at <https://www.gsa.gov/portal/content/100851>.

(4) Prospective donees must go to GSAXcess® to gain access, shop, and select property.

(a) Once GSA allocates property, the SASP will receive an SF 123. The donee should then sign and return the SF 123 to the appropriate GSA office.

(b) GSA will then approve the SF 123 by signature, return the SF 123 to the SASP, and notify DLA Disposition Services with an electronic order.

(5) Procedures for return of surplus FEPP to the United States for ultimate donation are covered in Enclosure 4 of Volume 2 of this manual.

(6) DLA Disposition Services sites will require recipients of HM to sign a certification statement as shown in Figure 2.

Figure 2. Certification of HM Recipients

<p>“I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the HM. The donee agrees and certifies that the U.S. Government will not be liable for the personal injuries to, disabilities of, or death of the donee or the donee’s employees, or any other person arising from or incident to the donation of the HM or its final disposition. Additionally, the donee agrees and certifies to hold the U.S. Government harmless from any and all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the HM, its use, or final disposition.”</p>	
_____	_____
Signature	Date
_____	_____
Name (Print/Type)	Title
_____	_____
Activity/Unit	Grade/Rank

Phone Number	

(a) After allocation and approval, if the customer no longer wants or needs the property, the customer is required to notify the SASP, GSA, and the DLA Disposition Services site.

(b) GSA may reallocate the property if there is an existing request by another potential recipient. If the property is reallocated, cancellation of the existing request will be transmitted by GSA and another transmission to DLA Disposition Services is required.

(c) If the property is not reallocated, GSA must cancel the existing materiel release order (MRO).

j. Customer Removal of Ordered Property

(1) All transportation arrangements and costs are the responsibility of the SASP or designated donee. The DLA Disposition Services site may not act as agent packager or shipper. Until release, each holding activity is responsible for the care and handling of its property.

(2) The SASP or designated donee will only pay for direct costs of care and handling incurred in the actual packing, crating, preparation for shipment, and loading. The price will be the actual or carefully estimated costs incurred by DoD traffic management activities for labor, material, or services used in donating the property.

(3) Advance payment for care and handling costs will normally be required; however, State and local governmental units may be exempted from this requirement and authorized to make payment within 60 days from date of receipt of property. Advance payment may be required in any case where prompt payment after billing has been unsatisfactory.

(4) Donees must schedule removal of property with the DLA Disposition Services site. Upon arrival, the individual must provide identification and must sign the DLA Disposition Services Visitor or Vehicle Register, indicating the purpose of the visit.

(5) The individual must provide an approved SF 123 as authorization for removal.

(6) DLA Disposition Services sites will release surplus property to authorized donees upon receipt of a properly completed and approved SF 123 or MRO.

4. SPECIAL DONATIONS (GIFTS), LOANS, AND EXCHANGES OUTSIDE THE FMR

a. Compliance. The DoD Components:

(1) Comply with the specific governing statute for the type of property and ensure the limitations of the governing statute are observed. In accordance with section 2572 of Reference (k) and DoD issuances, the Secretary of a Military Department or the Secretary of the Treasury is permitted to donate, lend, or exchange, as applicable, without expense to the United States, books, manuscripts, works of art, historical artifacts, drawings, plans, models, and condemned or obsolete combat materiel that are not needed by the Military Services.

(2) Establish supplementary procedures governing loans, donations, and exchanges.

(3) May donate, loan or exchange items, as identified in Paragraph 4a of this enclosure, if the special donation, loan, or exchange action occurs prior to transfer to DLA Disposition Services for disposition. It is not authorized after property has been officially declared excess and transferred to DLA Disposition Services.

(4) May exchange assets for:

(a) Similar items;

(b) Conservation supplies, equipment, facilities, or systems;

(c) Search, salvage, or transportation services;

(d) Restoration, conservation, or preservation services; or

(e) Educational programs when it directly benefits the historical collection of the DoD Components.

(5) May not make an exchange unless the monetary value of the property transferred or services provided to the United States under the exchange is not less than the value of the property transferred by the United States. The Secretary concerned may waive this limitation in the case of an exchange for property in which the Secretary determines the item to be received by the United States will significantly enhance the historical collection of the property administered by the Secretary.

(6) Will not incur costs in connection with loans or gifts. However, the DoD Component concerned may, without cost to the recipient, DEMIL, prepare, and transport within the continental United States (CONUS) items authorized for donation to a recognized war veterans' association in accordance with Reference (i) if the DoD Component determines this can be accomplished as a training mission, without additional expenditures for the unit involved.

(7) Will maintain official records of all DoD materiel loaned, including physical inventory, record reconciliation, and management reporting specified in the inventory management procedures in DoDM 4140.01 (Reference (an)). Verify yearly that property is being used for approved purposes, is being maintained and protected according to the agreement, and that the recipient organization still desires to retain the property. The DoD Component may perform this annual check by any method that provides reasonable assurance the recipient organization is fulfilling its responsibilities. DoD Components may request assistance from qualified DoD organizations.

b. Organizations Authorized to Receive Loans and Donations

(1) A municipal corporation.

(2) A soldiers' monument association.

(3) An incorporated museum or memorial that is operated by a historical society, a historical institution of a State or foreign nation, or a nonprofit military aviation heritage foundation or association incorporated in a State.

(4) An incorporated museum that is operated and maintained for educational purposes only and the charter of which denies it the right to operate for profit.

(5) A post of the Veterans of Foreign Wars of the United States or the American Legion or a unit of any other recognized war veterans' association.

(6) A local or national unit of any war veterans' association of a foreign nation recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation).

(7) A post of the Sons of Veterans Reserve.

c. Requirements for Veterans Organizations. To qualify, veterans' organizations must be:

(1) Sponsored by a Military Department.

(2) Evaluated based on its size, purpose, the type and scope of services it renders to veterans, and composed of honorably discharged American soldiers, sailors, airmen, marines, or coastguardsmen.

d. Requirements for Museums. To qualify, museums must:

(1) Meet State (or equivalent foreign national) criteria for not-for-profit museums.

(2) Have an existing facility suitable for the display and protection of the type of property desired for loan or donation. If the requester has a facility under construction that will meet those requirements, interim eligibility may be granted.

(3) Have a professional staff that can care for and accept responsibility for the loaned or donated property.

(4) Have assets that, in the determination of the loaning or donating service, indicate the capability of the loaner and the borrower to provide the required care and security of historical property.

e. Eligibility Determination. The DoD Components will determine the eligibility of organizations for gifts and loans. The DoD Components may establish eligibility requirements dependent upon the unique nature of the specific historical item; however, the minimum requirements are:

(1) Limit donations, loans, or exchanges to property stipulated by Reference (k). Except for relevant records for aircraft and associated engines and equipment (unless authorized under References (i) and (v)), government records may not be released.

(2) Approve the loan, donation, or exchange; process requests for variations from the original agreement; and maintain official records of all donation, loan, and exchange agreements. The approval of exchanges may be delegated at the discretion of the Secretary concerned, and is encouraged for low-dollar transactions.

(3) Establish controls for determining compliance by the recipient organization with the display, security, and usage criteria provided in the loan and donation agreements.

(4) Provide disposition instructions to the recipient organization when loaned or donated property is no longer needed or authorized for continued use.

(5) Establish conditions for making donations, loans, or exchanges that include a program for safe for display of static aircraft and spacecraft with processes and procedures to:

(a) Identify hazardous materials, ordnance, or other military capabilities that could cause harm upon active use.

(b) Clear static aircraft and spacecraft of hazardous materials before release for donations, loans, or exchanges.

(6) Establish a process (e.g., a council or other means suitable to the loan and donation organization) to review and approve proposed exchanges incorporating legal and financial review independent of the museum involved. Personnel directly involved in museum operations will not act as sole approving authority for any exchange transactions.

(7) Ensure that correspondence regarding loans, donations, or exchanges is signed by individuals authorized to obligate their organization.

(8) Ensure appropriate DEMIL of the property, as prescribed in Reference (i), before release. If standard DEMIL criteria cannot be applied without destroying the display value, specific DEMIL actions (such as aircraft structural cuts) may be delayed. The recipient organization must agree to assume responsibility for the property DEMIL action, at no cost to the government, when the item is no longer desired or authorized for display purposes. The recipient organization may also return the property to the government via the donating Military Department for full DEMIL action.

(9) Loan, donate, or exchange property on an “as is, where is” basis and ensure that the recipient organization agrees to pay all costs incident to preparation, handling, and movement of the property. Military Department contact points for the loan, donation, or exchange of property are at Table 5.

(a) Property may not be repaired, modified, or changed at government expense over and above normal preparation for handling and movement, even if reimbursement is offered for services rendered.

(b) Property may not be moved at government expense to a recipient’s location or to another location closer to the recipient to prevent or lessen the recipient organization’s processing or transportation costs.

(c) No charge will be made for the property itself, but all physical processing of the property for the loan or donation will be the responsibility of the recipient organization. The recipient organization will pay all applicable charges before release of the property.

Table 5. Military Department Contact Points for Loan, Donation, or Exchange of Property

ARMY: (all commodities)
Commander
U.S. Army Tank Automotive and Armament Command
ATTN: AMSTA-IM-OER
Warren, MI 48397-5000
E-mail: donations@cc.tacom.mil
Telephone: 1-800-325-2920 extension 48469
NAVY:
Navy and Marine Corps aircraft, air launched missiles, aircraft engines, and aviation related property:
Commanding Officer
NAVSUP Weapon Systems Support
ATTN: Code-03432-06
700 Robbins Ave.
Philadelphia, PA 19111-5098
Obsolete or condemned Navy vessels for donation as memorials; Navy major caliber guns and ordnance; and shipboard materiel:
Commander
ATTN: NAVSEA-OOD, NC
Naval Sea Systems Command
2531 Jefferson Davis Highway
Arlington, VA 22242-5160
AIR FORCE:
Air Force aircraft, missiles or any other items authorized for donation for display purposes to a museum recipient:
NMUSAF/MUX
1100 Spaatz St.
Wright- Patterson AFB, OH 45433-7102
The USAF Museum operates a loan program only. Donations are not offered.
Any other Air Force item authorized for donation for display purposes (to recipients other than a museum):
HQ AFMC/A4RM
4375 Chidlaw Rd., Building 262
Wright-Patterson AFB, OH 45433-5006
MARINE CORPS:
Marine Corps assault amphibian vehicles (to recipients other than a museum):
Commandant of the Marine Corps
ATTN: LPC-2
HQ U.S. Marine Corps

Table 5. Military Department Contact Points for Loan, Donation, or Exchange of Property,
Continued

3000 Marine Corps, Pentagon, RM 2E211
Washington, DC 20350
Marine Corps historical property (all other inquiries):
Commandant of the Marine Corps
ATTN: History and Museum Division (HD)
Marine Corps Historical Center
1254 Charles Morris Street SE
Washington Navy Yard, DC 20374-5040
Commandant (CG-844)
U. S. Coast Guard Headquarters, Douglas A. Munro Building
2703 Martin Luther King Jr. Avenue, South East, Stop 7618
Washington, DC 20593-7618

(10) Record assets on property accountability records before they are loaned, donated, or exchanged.

(11) Coordinate with the Department of State before a donation, loan, or exchange is formalized with a foreign museum.

(12) Ensure an official authorized to obligate the organization signs a certificate of assurance, as shown at Figure 3.

Figure 3. Sample Certificate of Assurance

<p>For Military Department Use</p> <p>_____ hereinafter called “Applicant-Recipient” (name of applicant)</p> <p>Hereby agrees that in compliance with section 2001a of Title 42, U.S.C., section I of Title 40, U.S.C., as amended, and section 701 <i>et seq.</i> of Title 29, U.S.C., as amended, no person will, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives a donation from the _____ and applicable Military Department.</p> <p>Hereby Gives assurance that it will immediately take any measures necessary to effectuate this agreement.</p>
--

Figure 3. Sample Certificate of Assurance, Continued

This agreement will continue in effect during the time the Applicant-Recipient retains ownership, possession, or control of the donated property. Further, the Applicant-Recipient agrees and assures that its successors or assigns will be required to give an assurance similar to this assurance as a condition precedent to acquiring any right, title, or interest in and to any of the property donated herein.

This assurance is given in consideration of and for the purpose of obtaining donation of federally owned property pursuant to [cite applicable statute] consisting of the following items:

[Quantity and description of donated property. Use additional sheet if space is not adequate.]

The Applicant-Recipient recognizes and agrees that such federal donation will be made in reliance on the representations and agreements made in this assurance, and that the United States will have the right to seek judicial enforcement of this assurance.

This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

By

President, Chairman of the Board, or comparable authorized official

Address:

(13) Ensure proper documentation is finalized in accordance with Reference (i) before the release of any property to an authorized recipient.

(a) Use the standard loan agreement in the format prescribed by Figure 4 or a similar document providing the same data for accomplishing property loans.

Figure 4. Sample Standard Loan Agreement

For Military Department Use

By this agreement, made as of [insert date] between the United States of America, hereinafter called "the government," represented by [insert name and title of Service representative] and _____, called "the Borrower" incorporated and operating under the laws of the State of

Figure 4. Sample Standard Loan Agreement, Continued

_____ and located at _____;
and, pursuant to section 2572 of Title 10, U.S.C., the government hereby loans to
_____ the following property: _____ for the period
commencing [insert date] and ending [insert date] with an option for annual renewal.

The Borrower has applied in writing by letter dated [insert date] for the loan of the above property, and hereby agrees to accept it on an “as is where is” basis, to be responsible for all arrangements and to assume and pay all costs, charges and expenses incident to the loan of this property, including the cost of preparation for transportation from _____ to _____, of disassembly, packing, crating, handling, transportation, and other actions incidental to the movement of the loaned property to the Borrower’s location, [location of property (destination)].

The Borrower will obtain no interest in the loaned property by reason of this agreement and title will remain in the lender at all times.

The Borrower agrees to use the loaned property in a careful and prudent manner, not, without prior permission of the government, to modify it in any way which would alter the original form, design, or the historical significance of said property, to perform routine maintenance so as not reflect discredit on the government, and to display and protect it according to the instructions set forth in Table [#], incorporated herewith and made part of the loan agreement.

The Borrower agrees to accept physical custody of the property within[period of time], after execution of this agreement, to receipt to the government for said property on assuming custody of it to place it on exhibit within [period of time], and to report annually to the government on the condition and location of the property.

The Borrower agrees not to use the loaned property as security for any loan, not to sell, lease, rent, lend, or exchange the property for monetary gain or otherwise under any circumstances without the prior written approval of the lender.

The Borrower agrees to indemnify, hold harmless, and defend the government from and against all claims, demands, action, liabilities, judgments, costs, and attorney’s fees, arising out of claims on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession or use of the loaned property.

The Borrower agrees to allow the authorized Department of Defense representatives access to the Borrower’s records and facilities to assure accuracy of information provided by the Borrower and compliance with the terms of this loan agreement.

Figure 4. Sample Standard Loan Agreement, Continued

The Borrower agrees to return said property to the government on termination of this loan agreement or earlier, if it is determined that the property is not required, at no expense to the government.

The failure of the Borrower to observe any of the conditions set forth in the loan agreement and the Table (s) thereto will be sufficient cause of the government to repossess the loaned property. Repossession of all or any part of the loaned property by the government will be made at no cost or expense to the government; the Borrower will defray all maintenance, freight, storage, crating, handling, transportation, and other charges attributable to such repossession.

The [insert “donee” or “borrower” as applicable depending on the document type, i.e., conditional deed or gift of standard loan agreement, respectively] certifies they have read, understand and acknowledge that concealing a material fact and /or making a fraudulent statement in dealing with the Federal Government may constitute a violation of section 1001 of Title 18, U.S.C.

Executed on behalf of the government this ____ day of _____, 20____,
at _____.

United States of America:

By

Title

Agency:

Address:

The Borrower, through its authorized representative hereby accepts delivery of the loaned property subject to the terms and conditions contained in the loan agreement set forth above.

Executed on behalf of the Borrower, this ____ day of _____, 20____,

At

Name of Borrower Organization

By

Title

Address:

(b) Accomplish property donations made under this authority by use of the conditional deed of gift agreement in the format prescribed in Figure 5 or a similar document providing the same data.

Figure 5. Sample Conditional Deed of Gift

<p>For Military Department Use</p>
<p>This agreement made as of _____ between the United States Of America (hereinafter called the “government” or the “donor”) represented by _____ (hereinafter called “the donee” operating under the laws of the State of _____ located at _____.</p>
<p>Witness:</p>
<p>The Secretary is authorized by section 2572 of Title 10, U.S.C. to transfer by gift or loan, without expense to the United States and on terms prescribed by the Secretary, any obsolete combat property not needed by the Department. The donee is eligible under the terms of section 2572 of Title 10, U.S.C.</p>
<p>The donee has applied in writing by letter dated [insert date] for a _____ and has agreed to assume and pay all costs, charges, and expenses incident to the donation including the cost of any required DEMIL and of preparation for transportation to _____.</p>
<p>The government agrees (a) to release [item name] (b) to notify the donee of the available date sufficiently in advance thereof to enable the donee to make necessary arrangements for acceptance.</p>
<p>The donee agrees to accept it on an “as is where is” basis and be responsible for all arrangements and costs involved in its movement. The donee will, at no cost to the Government, arrange and pay for disassembly, packing, crating, handling, transportation, and other actions as necessary for the movement of the donated property to the donee’s location.</p>
<p>The donee will use the donated property in a careful and prudent manner, and will maintain it and make such repairs to it as are necessary to keep it in a clean and safe condition so that its appearance and use will not discredit the donee. Display instructions are set forth in Table [#] and are incorporated and made part of this conditional deed of gift. The donee also agrees to not use the donated property as security for any loan, nor sell, lease, rent, exchange the property for monetary gain or otherwise, under any circumstances without the prior approval of the donor.</p>

Figure 5. Sample Conditional Deed of Gift, Continued

The donee will indemnify, hold harmless, and defend the government from and against all claims, demands, action, liabilities, judgments, costs, and attorney's fees, arising out of claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession or use of the donated property.

The donee agrees to allow the authorized representatives of the government access to the donee's records and facilities to assure accuracy of information provided the donor and compliance with the terms of this conditional deed of gift.

Title is transferred on special condition that the [item name] will not be transferred or otherwise disposed of (including re-donation) without the written consent of the donor. If disposition by any method (including re-donation) without consent of the donor is attempted, title to the property is subject to forfeiture and the government may require return of the property by the donee or may repossess the property from whomever may have possession thereof and the donee will bear all expense of return and repossession as well as all storage costs.

Upon the failure of the donee to observe any of the conditions set forth in the conditional deed of gift and Table thereto, title to the donated property will revert to and vest in the donor. Repossession of all or any part of the donated property by the donor will be at no cost or expense to the donor, and the donee will pay all maintenance freight, transportation, and other charges attributable to such possession.

When the _____ is no longer needed by the donee, disposition instructions will be requested from the donor. All costs of disposition will be borne by the donee.

The [insert "donee" or "borrower" as applicable depending upon the document type, i.e., conditional deed or gift of standard loan agreement, respectively] certifies they have read, understand and acknowledge that concealing a material fact or making a fraudulent statement in dealing with the Federal Government may constitute a violation of section 1001 of Title 18, U.S.C.

Subject to the conditions set forth above, title to the property will vest in the donee upon receipt of written acceptance hereof the above.

Executed on behalf of the government this _____ day of _____, 20____, at _____.

United States of America

By

Title:

Figure 5. Sample Conditional Deed of Gift, Continued

Agency:
Address:
The donee, through its authorized representative hereby accepts title to and delivery of the donated property subject to the conditions in the deed of gift set forth above. Executed on behalf of the donee, this _____ day of _____, 20____, at _____.
Name of donee organization
By
Title:
Address

(c) Accomplish property exchanges made under this authority by use of the exchange agreement in the format prescribed in Figure 6 or a similar document providing the same data. Items may not be exchanged until a determination is made that the item is not needed for operational requirements by another Military Department. If the council or similar staff review process considers it unlikely the item in question will be needed by another Military Department, screening may be omitted. A museum of one Military Department may not acquire for the purpose of exchanging historical items being screened by another Military Department museum.

Figure 6. Sample Exchange Agreement

For Military Department Use
It is mutually agreed by and between the [Service Name] Museum, [insert address] (hereinafter "Museum") and [insert name] Museum, [insert address] (hereinafter "Exchanger"), as follows:
Items to be exchanged by the museum: The Museum will provide to the Exchanger the following items:
[insert description, stock number, serial number, etc.]
Items to be exchanged:
[insert description, stock number, serial number, etc.]
Authority: This exchange is made under the authority of section 2572 of Title10, U.S.C.

Figure 6. Sample Exchange Agreement, Continued

Delivery:

The items to be received by or services provided to the Museum from the Exchanger will be delivered or provided at the Exchanger's sole expense to [insert location].

They will be delivered or provided in one shipment all at the same time unless the Museum agrees otherwise in writing. They will be delivered or provided within 90 days of the date this agreement is signed. Title to the items to be received by the Museum will pass to the Museum at the time and point of delivery only upon written acceptance by an authorized representative of the Museum.

The items to be exchanged by the Museum to the Exchanger are currently located at [insert location address]. They are provided on an "as is, where is, with all faults" basis and there are no warranties expressed or implied. The Museum specifically provides no warranty or other assurance as to the condition or serviceability of the property. All items offered in exchange by the Museum are subject to a radiation survey and the removal of radioactive components as well as equipment DEMIL prior to release. They will not be released to the Exchanger until acceptance by the Museum according to the above paragraph.

Condition of items provided by the museum: The items to be exchanged by the Museum are offered to the Exchanger as is, where is, with all faults. The Museum provides no warranty or other assurance as to the condition or serviceability of the property.

Condition of items provided by exchange: The items to be exchanged are certified to be original and authentic by the exchanger, to be in good condition with no significant damage or deterioration, or other hidden faults which would jeopardize their long-term preservation or their use by the Museum for display or study.

Consummation of agreement: This agreement will be considered consummated upon delivery and acceptance by both parties of all items to be provided.

Release of liability: In consideration of this mutual exchange, the Exchanger agrees that it will hold the United States, its agencies, officers, employees, agents, and contractors harmless, indemnify, and defend them against any and all suits, actions, and claims of any kind whatsoever, including attorney fees, which may arise from or be the result of this exchange or the items.

Warranty of title: In the case of the items provided by the Exchanger, the Exchanger hereby warrants that it has title to the items and that there are no liens or encumbrances whatever against the said items. The Exchanger will provide to the Museum documentary proof of ownership in a manner and of a fashion satisfactory to the Director of the Museum prior to delivery.

Notices: All notices between the parties will be in writing and sent to the following addresses:

Figure 6. Sample Exchange Agreement, Continued

For the Museum: [insert Museum name and address]
For the Exchanger: [insert Museum name and address]
The Exchanger will neither assign nor otherwise transfer this Agreement without the written prior agreement of the Director of the Museum.
In witness whereof , the parties or their authorized representatives have hereunto signed their names on the date indicated.
For the U.S. [insert Service museum name]
[insert signature, typed name]
Name and title date
Witnessed by
Name
Date
For the exchanger:
[insert signature, typed name]
Witnessed by

(14) Avoid stockpiling condemned or obsolete combat materiel in anticipation of future exchanges. Items that cannot be exchanged within a 2-year period should be processed for disposal.

(15) Notify exchange recipients that the Department of Defense cannot certify aircraft, components, or parts as airworthy. Aircraft, components, or parts must be certified by the FAA as airworthy before being returned to flight usage. If available, logbooks and maintenance records for FSCAP must accompany the aircraft and FSCAP. If such documentation is not available, or if the aircraft or FSCAP have been crash-damaged or similarly compromised, the aircraft, components, or parts may not be exchanged, unless the FSCAP parts have been removed from the aircraft or component prior to the exchange. Waivers to this FSCAP documentation requirement may be considered on a case-by-case basis and are restricted to “display only” property (not parts); waivers will apply only to the exchange of the whole aircraft, aircraft engines, and aircraft components. The exchange agreement must explicitly cite the lack of documentation.

(16) Consider any adverse market impact that may result from the exchange of certain items. The Military Department should consult with outside organizations for market impact advice, as appropriate.

(17) Elect to donate property without conditions; for example, when the administrative costs to the Military Department to perform yearly checks would exceed the value of the property. Unconditional donations are restricted to books, manuscripts, works of art, drawings, plans and models, and historical artifacts valued at less than \$10,000 that do not require DEMIL (see Figure 7).

Figure 7. Sample Unconditional Deed of Gift

<p>For Military Department Use</p> <p>This agreement is made between the United States of America (hereinafter called the “government” or the “donor”) and the _____ (hereinafter called “the donee”) operating under the laws of the State of _____ located _____.</p> <p>1. The government is authorized by section 2572 of Title 10, U.S.C. to transfer by gift or loan, not to exceed \$10,000 of the monetary value allowed in section 2572 of Title 10, U.S.C., without expense to the United States and on terms prescribed by the Secretary, any documents and historical artifacts, excluding any condemned and obsolete combat materiel not needed by the Department. The donee is eligible under the terms of section 2572 of Title 10, U.S.C.</p> <p>2. The donee has applied in writing by letter dated [insert date] and has agreed to assume and pay all costs, charges, and expenses incident to the donation including the cost of any required demilitarization and of preparation for transportation.</p> <p>3. The government agrees to release [insert item description] and to notify the donee of the available date sufficiently in advance thereof to enable the donee to make necessary arrangements for acceptance.</p> <p>4. By this deed of gift the donor transfers title, conveys and assigns free and clear of all encumbrances, to the donee.</p> <p>5. The donee agrees to accept it on an “as is where is” basis and be responsible for all arrangements and costs involved in its removal. The donee will, at no cost to the donor, arrange and pay for disassembly, packing, crating, handling, transportation, and other actions as necessary for the removal of the donated property to the donee’s location.</p> <p>6. The donor certifies that the donation is unsafe for operational use and is only suitable for static display. Any use of the donated property is fully and completely the responsibility of the donee.</p>

Figure 7. Sample Unconditional Deed of Gift, Continued

<p>7. The donee will indemnify, save harmless, and defend the donor from and against all claims, demands, action, liabilities, judgments, costs, and attorney's fees, arising out of claims on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession or use of the donated property.</p> <p>8. Subject to the conditions set forth above, title to the property will vest in the donee upon receipt of written acceptance hereof from the donee</p> <p>Executed on behalf of the donor, this _____ day of _____, 20_____.</p> <p>At</p> <p>United States of America</p> <p>By</p> <p>Title:</p> <p>Agency</p> <p>Address</p> <p>The donee, through its authorized representative hereby accepts title to and delivery of the donated property subject to the conditions in the deed of gift set forth above.</p> <p>Executed on behalf of the donee, this _____ day of _____, 20_____, _____.</p> <p>At</p> <p>Name of donee organization</p> <p>By</p> <p>Title</p> <p>Address State Agencies/Surplus Property. This will list the State Agencies in alphabetical order with contact information.</p>

f. Military Department Loans of Bedding. Consistent with section 2557 of Reference (k), the Secretary of a Military Department may provide bedding in support of homeless shelters that are operated by entities other than the Department of Defense. Bedding may be provided to the extent that the Secretary determines the donation will not interfere with military requirements.

g. Army Loans to Veterans' Organizations

(1) The Department of the Army, in accordance with section 7683 of Reference (k), may loan to recognized veterans' organizations (or local units of national veterans' organizations recognized by the U.S. Department of Veterans Affairs) obsolete or condemned rifles or cartridge belts for use by that unit for ceremonial purposes. Rifle loans to any one post, local unit, or municipality are limited by statute to not more than 10 rifles.

(2) The Secretary of the Army, in Reference (k) and Service-unique regulations prescribed by the Secretary, may conditionally lend or donate excess M-1 rifles (not more than 15), slings, and cartridge belts to any eligible organization for use by that organization for funeral ceremonies of a member or former member of the Military Services, and for other ceremonial purposes. If the loaned or donated properties under Paragraph 4h(1) of this enclosure are to be used by the eligible organizations for funeral ceremonies of a member or former member of the Military Services, the Secretary may issue and deliver the rifles, together with the necessary accoutrements and blank ammunition, without charge.

h. Navy Loans and Donations

(1) The Secretary of the Navy, in accordance with section 8765 of Reference (k), may donate or loan captured, condemned, or obsolete ordnance materiel, books, manuscripts, works of art, drawings, plans, models, trophies and flags, and other condemned or obsolete materiel, as well as materiel of historical interest. The Secretary of the Navy may donate this material to any State, territory, commonwealth, or possession of the United States and political subdivision or municipal corporation thereof, the District of Columbia, libraries, historical societies, and educational institutions whose graduates or students were in World War I or World War II.

(a) Loans and donations made under this authority will be subject to the same guidelines for donations in accordance with section 2572 of Reference (k).

(b) If materiel to be loaned or donated is of historic interest, the application will be forwarded through the Navy Curator.

(c) Donations made under this authority must first be referred to the Congress.

(d) Donations and loans made under section 8765 of Reference (k) will be made with a conditional deed of gift (see Figure 5 for sample wording).

(2) In accordance with section 8676 of Reference (k), the Secretary of the Navy, with approval of Congress, may donate obsolete, condemned, or captured Navy ships, boats, and small landing craft to the States, territories, or possessions of the United States, and political subdivisions or municipal corporations thereof, the District of Columbia, or to associations or corporations whose charter or articles of agreement denies them the right to operate for profit. The Navy restricts the use of donated vessels for use in static display purposes only (i.e., as memorials or museums).

(a) Applications for ships, boats, and small landing craft will be submitted to the Commander, Naval Sea Systems Command (NSEA 00DG), 2531 Jefferson Davis Highway, Arlington, VA 22240-5160.

(b) Before submission of an application, the applicant must locate obsolete, condemned, or captured Navy ships, boats, and small landing craft which are available for transfer.

(3) Each application will contain:

(a) Type of vessel desired, or in the case of combatant vessels, the official Navy identification of the vessel desired.

(b) Statement of the proposed use to be made of the vessel and where it will be located.

(c) Statement describing and confirming availability of a berthing site and the facilities and personnel to maintain the vessel.

(d) Statement that the applicant agrees to maintain the vessel, at its own expense, in a condition satisfactory to the Department of the Navy, in accordance with instructions that the Department may issue, and that no expense will result to the United States as a consequence of such terms and conditions prescribed by the Department of the Navy.

(e) Statement that the applicant agrees to take delivery of the vessel “as is, where is” at its berthing site and to pay all charges incident to such delivery, including without limitation preparation of the vessel for removal or tow, towing, insurance, and berthing or other installation at the applicant’s site.

(f) Statement of financial resources currently available to the applicant to pay the costs required to be assumed by a donee. The statement should include a summary of sources, annual income, and annual expenditures exclusive of the estimated costs attributable to the requested vessel to permit an evaluation of funds available for upkeep of the vessel. In the event the applicant will rely on commitments of donated services and materials for maintenance and use of the vessel, such commitments must be described in detail.

(g) Statement that the applicant agrees that it will return the vessel, if and when requested to do so by the Department of the Navy, during a national emergency, and will not, without the written consent of the Department, use the vessel other than as stated in the application or destroy, transfer, or otherwise dispose of the vessel.

(h) If the applicant asserts it is a corporation or association whose charter or articles of agreement denies it the right to operate for profit, their application must also contain a copy of the organization’s bylaws and either:

1. A properly authenticated copy of the charter.

2. Certificate of incorporation.

3. Articles of agreement made either by:

a. The Secretary of State or other appropriate officials of the State under the laws where the applicant is incorporated.

b. Organized or other appropriate public official having custody of such charter, certificate or articles.

(i) If the applicant is not incorporated, their application must also include the citation of the law and a certified copy of the association's charter stating it is empowered to hold property and to be bound by the acts of the proposed signatories to the donation agreement.

(j) If the applicant is not a State, territory, or possession of the United States, a political subdivision or municipal corporation thereof, or the District of Columbia, the application must also include a copy of a determination by the Internal Revenue Service that the applicant is exempt from tax under the Internal Revenue Code.

(k) A notarized copy of the resolution or other action of its governing board or membership authorizing the person signing the application to represent the organization and to sign on its behalf to acquire a vessel.

(l) A signed copy of the assurance of compliance.

(m) A statement that the vessel will be used as a static display only as a memorial or museum and no system aboard the vessel will be activated or permitted to be activated for the purpose of navigation or movement under its own power.

(n) A statement that the galley will not be activated for serving meals.

(4) Upon receipt, the Navy will determine the eligibility of the applicant to receive a vessel by donation. If eligible, the formal application will be processed and notice of intention to donate presented to the Congress as required by section 8676 of Reference (k), provided the applicant has presented evidence satisfactory to the government that the applicant has adequate financial means to accomplish all of the obligations required under a donation contract. The Navy will have authority to donate only after the application has been before the Congress for a period of 60 days of continuous session without adverse action by the Congress in accordance with 8676 of Reference (k).

(5) All vessels, boats, and service craft, donated in accordance with section 8676 of Reference (k), will be used as static displays only for use as memorials and cannot be activated for the purpose of navigation or movement under its own power. Donations of vessels under any other authority of this enclosure are subject to certain inspection and certification requirements. Applicants for vessels or service craft will be advised in writing by the office taking action on the applications that, should their request be approved and before operation of the vessel or service craft, one of the following stipulations will apply:

(a) The donee agrees that if the vessel is 65 feet in length or less, it may not be operated without a valid certificate of inspection issued by the U.S. Coast Guard, while carrying more than six passengers, as defined in section 2101(28)(B) of Title 46, U.S.C. (Reference (ao)).

(b) The donee agrees that if the vessel is more than 65 feet in length, it may not be operated without a valid certificate of inspection issued by the U.S. Coast Guard.

(6) In accordance with section 8766 of Reference (k) and subject to the approval of the Navy Museum Curator, the nameplate or any small article of a negligible or sentimental value from a ship may be loaned or donated to any individual who sponsored that ship provided that such loan or donation will be at no expense to the Navy.

i. Donation of Excess Chapel Property. In accordance with section 2580 of Reference (k), the Secretary of a Military Department may donate excess personal property to religious organizations (as described in section 501 of Title 26, U.S.C. (Reference (as))), for the purposes of assisting such organizations in restoring or replacing property of the organization that has been damaged or destroyed as a result of arson or terrorism. The property authorized for donation will be limited to ecclesiastical equipment, furnishings and supplies that fall within FSC 9925, and furniture.

j. Disposition After Use of Special Donations (Gifts), Loans, and Exchanges

(1) The requirements of the recipient organization are:

(a) For materiel no longer desired or authorized for continued use by a recipient organization, the Military Department will advise the recipient organization if it wants to repossess the property. Regardless of the determination made, care will be taken to ensure the recipient organization fulfills its responsibility to finalize the disposition action at no cost to the government. Repossession of the property will be governed by the property's historical significance, its potential for use in behalf of other requests, or its estimated sale value, if sold by the Department of Defense. Repossession of property will be documented; copies of the documentation will be retained by the donee and lender.

(b) Based on type of property, its location, etc., it is not always feasible to require the physical movement of the property to the nearest DLA Disposition Services site. In these cases, the owning Military Department may elect to work with DLA Disposition Services for receipt and sale in-place, when economically feasible.

(2) Return of property donated to the Navy is subject to the approval of the Curator for the Department of the Navy. Any article, materiel, or equipment, including silver service, loaned or donated to the naval service by any State, group, or organization may be returned to the lender or donee in accordance with section 8766 of Reference (k). When the owner cannot be located after a reasonable search, or if, after being offered the property, the owner states in writing that the return of the property is not desired, the property will be disposed of in the same manner as other surplus property.

5. DISASTER ASSISTANCE FOR STATES. Sections 5121 through 5206 of Reference (aj) allows for disaster assistance to States.

a. Section 5121 to 5207 of Reference (aj), also known and referred to in this volume as “The Stafford Act,” authorizes federal assistance to States, local governments, and relief organizations. Upon declaration by the President of an emergency or a major disaster, under the Stafford Act, the State receiving the declaration is notified immediately and a notice of the declaration is published in the Federal Register by the Federal Emergency Management Agency.

b. Excess personal property may be loaned to State and local governments for use or distribution for emergency or major disaster assistance purposes. Such uses may include the restoration of public facilities that have been damaged as well as the essential rehabilitation of individuals in need of major disaster assistance. The availability of Federal assistance under the Stafford Act is subject to the time periods prescribed in Federal Emergency Management Agency regulations.

6. ACADEMIC INSTITUTIONS AND NON-PROFIT ORGANIZATIONS. Educational partnership (or other) agreements may be established for the loan or donation of property.

a. Under an educational partnership (or other) agreement, and consistent with Reference (k), the Secretary of Defense authorized the director of each defense laboratory to enter into one or more educational partnership agreements with U.S. educational institutions for the purpose of encouraging and enhancing study in scientific disciplines at all levels of education. The educational institutions will be local educational agencies, colleges, universities, and any other nonprofit institutions that are dedicated to improving science, mathematics, and engineering education. The point of contact is the DoD Technology Transfer Program Manager, Suite 1401 Two Skyline Place, 5203 Leesburg Pike, Falls Church, VA 22041-3466.

b. In accordance with section 3710(i) of Title 15, U.S.C. (Reference (at)), the director of a DoD laboratory may directly transfer (donate) laboratory (e.g., scientific, research) equipment that is excess to the needs of that laboratory to public and private schools and nonprofit institutions in the U.S. ZI.

c. Determinations of property suitable for donation will be made by the head of the laboratory. Property will be screened within the DoD laboratory and scientific community prior to release.

d. Laboratories should be aware that some property might be environmentally regulated and, if exported, may require a U.S. Department of State or Commerce export license, including certain circumstances where exports to foreign parties takes place in the U.S. Moreover, some property may require DEMIL. Standard eligibility criteria must be ensured and a screening process for determining trade and security control risk are mandatory.

ENCLOSURE 6

THROUGH-LIFE TRACEABILITY OF UNIQUELY IDENTIFIED ITEMS

1. AUTHORITY AND SCOPE

a. Property Accountability. The accountability of property will be enabled by IUID for identification, tracking, and management in accordance with Reference (h) and DoDI 8320.03 (Reference (au)). DoD Component heads post changes to the property records for all transactions as required (e.g., loan, loss, damage, disposal, inventory adjustments, item modification, transfer, sale) pursuant to Reference (h).

b. IUID. IUID provides a standards-based approach to establish a UII encoded in a machine-readable two-dimensional data matrix barcode that serves to distinguish a discrete item from other items. Qualifying items, as defined by DoDI 8320.04 (Reference (as)), will be marked with a two-dimensional data matrix barcode in accordance with Military Standard 130N (Reference (at)) and registered in the IUID Registry.

c. Identification Marking of U.S. Military Property. Reference (at) provides the item marking criteria for development of specific marking requirements and methods for identification of items of military property produced, stocked, stored, and issued by or for the DoD. It also provides the criteria and data content for both free text and machine-readable information applications of item identification two-dimensional data matrix marking and includes the IUID requirements of Reference (as).

d. Registration of UIIs. Enclosure 3 of Reference (as) provides procedures for the registration of UIIs in the DoD IUID Registry.

2. UPDATING THE DoD IUID REGISTRY

a. Obtaining User Access. Authorized government users may add items, update, and add events to existing items. Generating activities and DLA Disposal Services can register for access by following the instructions for the Business Partner Network Support Environment Registration System at <https://dla.mil/>.

b. Life-cycle Events for Materiel Disposition. When an item leaves DoD inventory, its status, or life-cycle event, must be changed in the DoD IUID. A drop-down menu in the registry contains the possible life-cycle events: abandoned, consumed, destroyed by accident, destroyed by combat, donated, exchanged – repair, exchanged – sold, exchanged – warranty, expended – experimental/target, expended – normal use, leased, loaned, lost, reintroduced, retired, scrapped, sold – foreign government, sold – historic, sold – nongovernment, sold – other federal, sold – state/local, and stolen.

c. Updating Procedures. When an item that is marked with a UII enters the materiel disposition process through a transfer between Components or if the item leaves DoD inventory, an update to the IUID Registry is required. Procedures for performing required updates to the IUID Registry can be found in the IUID registry user manual available at <https://dodprocurementtoolbox.com/page/overview/iuid-registry>.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A/D	abandonment or destruction
AR	Army Regulation
ASD(S)	Assistant Secretary of Defense for Sustainment
CAT	category
CBRN	chemical, biological, radiological, and nuclear
CBRN-D	chemical, biological, radiological, nuclear – defense
CCL	commerce control list
CFR	Code of Federal Regulations
CIIC	controlled inventory item code
CLIN	contract line item number
COMSEC	communications security
CONUS	continental United States
COTS	commercial off-the-shelf
CRYPTO	cryptological
CSI	critical safety item
DEMIL	demilitarization
DI	document identifier
DLA	Defense Logistics Agency
DLM	Defense Logistics Manual
DoDAAC	DoD Activity Address Code
DoDD	DoD directive
DoDI	DoD instruction
DSS	Distribution Standard System
DTID	disposal turn-in document
EAR	Export Administration Regulations
EPA	Environmental Protection Agency
ETID	electronic turn-in document
FAA	Federal Aviation Administration
FCA	federal civilian agency
FEDLOG	Federal Logistics Data
FEPP	foreign excess personal property
FLIS	Federal Logistics Information System
FMR	Federal Management Regulation
FPMR	Federal Property Management Regulation
FSC	federal supply classification code (four digits)
FSCAP	flight safety critical air parts
FSG	federal supply group (two digits)

GFM	government-furnished material
GSA	General Services Administration
HM	hazardous material
HP	hazardous property
HW	hazardous waste
ICP	inventory control point
ICS	in-transit control system
IMM	integrated materiel manager
ISSA	inter-Service support agreements
ITAR	International Traffic in Arms Regulations
IUID	item unique identification
LSN	local stock number
mg/m ³	milligram per cubic meter
MILSBILLS	Military Standard Billing System
MLI	munitions list items
MOU	memorandum of understanding
MPPEH	material potentially presenting an explosive hazard
MRO	materiel release order
NAF	nonappropriated fund
NAVSUPINST	Navy Supply Systems Command Instruction
NSN	national stock number
PCH&T	packing, crating, handling, and transportation
PMRP	Precious Metals Recovery Program
ppm	parts per million
QRP	qualified recycling program
RI	record indicator
RTD	reutilization, transfer, or donation
RTDS	reutilization, transfer, donation, or sale
SASP	State agencies for surplus property
SCC	supply condition code
SEA	service educational activities
SECNAVINST	Secretary of the Navy Instruction
TSC	trade security control
UII	unique item identifier
UMMIPS	Uniform Materiel Movement and Issue Priority System

U.S.C.	United States Code
USML	U.S. Munitions List
ZI	zone of interior
ZIP	Zone Improvement Plan

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this volume.

accountability. The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents, or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

acquisition cost. The amount paid for property, including transportation costs, net any trade and cash discounts. Also see standard price.

A/D. A method for handling property that:

Is abandoned and a diligent effort to determine the owner is unsuccessful.

Is uneconomical to repair or the estimated costs of the continued care and handling of the property exceeds the estimated proceeds of sale.

Has an estimated cost of disposal by A/D that is less than the net sales cost.

ammunition. Generic term related mainly to articles of military application consisting of all kinds of bombs, grenades, rockets, mines, projectiles, and other similar devices or contrivances.

automatic identification technology. A suite of technologies enabling the automatic capture of data, thereby enhancing the ability to identify, track, document, and control assets (e.g., materiel), deploying and redeploying forces, equipment, personnel, and sustainment cargo. Automatic identification technology encompasses a variety of data storage or carrier technologies, such as linear bar codes, two-dimensional symbols (PDF417 and Data Matrix), magnetic strips, integrated circuit cards, optical laser discs (optical memory cards or compact discs), satellite tracking transponders, and radio frequency identification tags used for marking or “tagging” individual items, equipment, air pallets, or containers. Known commercially as automatic identification data capture.

batchlot. The physical grouping of individual receipts of low-dollar-value property. The physical grouping consolidates multiple DTIDs (whether NSN or LSN) under a single “cover” DTID. The objective of batchlotting is to reduce the time and costs related to physical handling and administrative processes required for receiving items individually. The cover DTID

establishes accountability in the DSS accountable record and individual line items lose their identity.

bid. A response to an offer to sell that, if accepted, would bind the bidder to the terms and conditions of the contract (including the bid price).

bidder. Any entity that is responding to or has responded to an offer to sell.

care and handling. Includes packing, storing, handling, and conserving excess, surplus, and foreign excess property. In the case of property that is dangerous to public health, safety, or the environment, this includes destroying or rendering such property harmless.

CCL item (formerly known as strategic list item). Commodities, software, and technology subject to export controls under the EAR. The EAR contains the commerce control list and is administered by the Bureau of Industry and Security, Department of Commerce.

CIIC. Codes assigned to those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, handled, or transported in a special manner to ensure their integrity and safeguarding. The codes are listed in Table 61 of Volume 10, Cataloging Data and Transaction Standards (Reference (az)).

component. An item that is useful only when used in conjunction with an end item. Components are also commonly referred to as assemblies. For purposes of this definition an assembly and a component are the same. There are two types of components: major components and minor components. A major component includes any assembled element which forms a portion of an end item without which the end item is inoperable. For example, for an automobile, components will include the engine, transmission, and battery. If you do not have all those items, the automobile will not function, or function as effectively. A minor component includes any assembled element of a major component. Components consist of parts. References in the CCL to components include both major components and minor components.

container. Any portable device in which a materiel is stored, transported, disposed of, or otherwise handled, including those whose last content was a hazardous or an acutely HM, waste, or substance.

CONUS. Defined in the DoD Dictionary of Military and Associated Terms (Reference (au)).

controlled substances

Any narcotic, depressant, stimulant, or hallucinogenic drug or any other drug or other substance or immediate precursor included in section 801 of Title 21, U.S.C. (Reference (av)). Exempted chemical preparations and mixtures and excluded substances are listed in Part 1308 of Title 21, CFR (Reference (aw)).

Any other drug or substance that the United States Attorney General determines to be subject to control in accordance with Reference (aw).

Any other drug or substance that, by international treaty, convention, or protocol, is to be controlled by the United States.

COTS software. Software that is available through lease or purchase in the commercial market. Included in COTS are the operating system software that runs on the information technology equipment and other significant software purchased with a license that supports system or customer requirements.

counterfeit. A counterfeit part is one whose identity has been deliberately altered, misrepresented, or is offered as an unauthorized product substitution.

defective property. An item, part, or component that does not meet military, federal, or commercial specifications, as required by military procurement contracts because of unserviceability, finite life, or product quality deficiency and is determined to be unsafe for use. Defective property may be dangerous to public health or safety by virtue of latent defects. These defects are identified by technical inspection methods; or condemned by maintenance or other authorized activities as a result of destructive and nondestructive test methods, such as magnetic particle, liquid penetrant, or radiographic testing, which reveal defects not apparent from normal visual inspection methods.

DEMIL. Defined in Reference (c).

disposal. End-of-life tasks or actions for residual materials resulting from DEMIL or disposition operations.

disposition. The process of reusing, recycling, converting, redistributing, transferring, donating, selling, demilitarizing, treating, destroying, or fulfilling other end of life tasks or actions for DoD property. Does not include real (real estate) property.

DLA Disposition Services. The organization provides DoD with worldwide reuse, recycling and disposal solutions that focus on efficiency, cost avoidance and compliance.

DLA Disposition Services site. The DLA Disposition Services office that has accountability for and control over disposable property. May be managed in part by a commercial contractor. The term is applicable whether the disposal facility is on a commercial site or a government installation and applies to both government and contractor employees performing the disposal mission.

DoDAAC. A 6-digit code assigned by the Defense Automatic Addressing Service to provide a standardized address code system for identifying activities and for use in transmission of supply and logistics information that supports the movement of property.

DoD IUID Registry. The DoD data repository that receives input from both industry and Government sources and provides storage of, and access to, data that identifies and describes tangible Government personal property.

donation. The act of providing surplus personal property at no charge to a qualified recipient, as allocated by the GSA.

donation recipient. Any of the following entities that receive federal surplus personal property through a SASP:

An SEA.

A public agency that uses surplus personal property to carry out or promote one or more public purposes. (Public airports are an exception and are only considered donation recipients when they elect to receive surplus property through a SASP, but not when they elect to receive surplus property through the FAA.)

An eligible nonprofit tax-exempt educational or public health institution (including a provider of assistance to homeless or impoverished families or individuals).

A State or local government agency, or a nonprofit organization or institution, that receives funds appropriated for a program for older individuals.

educational institution. An approved, accredited, or licensed public or nonprofit institution or facility, entity, or organization conducting educational programs, including research for any such programs, such as a childcare center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

excess personal property

domestic excess. Government personal property that the United States and its territories and possessions, applicable to areas covered by GSA (i.e., the 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, the Federated States of Micronesia, the Marshall Islands, Palau, and the U.S. Virgin Islands), consider excess to the needs and mission requirements of the United States.

DoD Component excess. Items of DoD Component owned property that are not required for their needs and the discharge of their responsibilities as determined by the head of the Service or Agency.

FEPP. U.S.-owned excess personal property that is located outside the ZI. This property becomes surplus and is eligible for donation and sale as described in Enclosure 4 of this volume.

exchange. Replace personal property by trade or trade-in with the supplier of the replacement property. To exchange non-excess, non-surplus personal property and apply the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property. For example, the replacement of a historical artifact with another historical artifact by trade; or to exchange an item of historical property or goods for services based on the fair market value of the artifact.

firearm. Any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term does not include an antique firearm.

FEPP. See excess personal property.

foreign purchased property. Property paid for by foreign countries, but where ownership is retained by the United States.

friendly foreign government. For purposes of TSCs, governments of countries other than those designated as restricted parties.

FSCAP. Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown, resulting in an unsafe condition.

generating activity (“generator”). The activity that declares personal property excess to its needs, e.g. DoD installations, activities, contractors, or FCAs.

GFM. Property provided by the U.S. Government for the purpose of being incorporated into or attached to a deliverable end item or that will be consumed or expended in performing a contract. Government-furnished materiel includes assemblies, components, parts, raw and process material, and small tools and supplies that may be consumed in normal use in performing a contract. Government-furnished materiel does not include material provided to contractors on a cash-sale basis nor does it include military property, which are government-owned components, contractor acquired property (as specified in the contract), government furnished equipment, or major end items being repaired by commercial contractors for return to the government.

GSAXcess®. A totally web-enabled platform that eligible customers use to access functions of GSAXcess® for reporting, searching, and selecting property. This includes the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the GSA.

historical artifact. Items (including books, manuscripts, works of art, drawings, plans, and models) identified by a museum director or curator as significant to the history of that department, acquired from approved sources, and suitable for display in a military museum. Generally, such determinations are based on the item’s association with an important person, event, or place; because of traditional association with an important person, event, or place; because of traditional association with a military organization; or because it is a representative example of military equipment or represents a significant technological contribution to military science or equipment.

HM

In the United States, any material that is capable of posing an unreasonable risk to health, safety, and property during transportation. All HM appears in the HM Table at section 172.101 of Title 49, CFR (Reference (ax)).

Overseas, HM is defined in the applicable final governing standards or overseas environmental baseline guidance document, or host nation laws and regulations.

holding agency. The federal agency that is accountable for, and generally has possession of, the property involved.

hold harmless. A promise to pay any costs or claims which may result from an agreement.

HP

A composite term used to describe DoD excess property, surplus property, and FEPP, which may be hazardous to human health, human safety, or the environment. Various federal, State, and local safety and environmental laws regulate the use and disposal of HP.

In more technical terms, HP includes property having one or more of the following characteristics:

- Has a flashpoint below 200 degrees Fahrenheit (93 degrees Celsius) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.
- Has a threshold limit value equal to or below 1,000 parts per million (ppm) for gases and vapors, below 500 milligrams per cubic meter (mg/m^3) for fumes, and equal to or less than 30 million particles per cubic foot or $10 \text{ mg}/\text{m}^3$ for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous materials).
- Causes 50 percent fatalities to test animals when a single oral dose is administered in doses of less than 500 mg per kilogram of test animal weight.
- Is a flammable solid as defined in section 173.124 of Reference (ax), or is an oxidizer as defined in section 173.127 of Reference (ax), or is a strong oxidizing or reducing agent with a half cell potential in acid solution of greater than +1.0 volt, as specified in Latimer's table on the oxidation-reduction potential.
- Causes first-degree burns to skin in short-time exposure, or is systematically toxic by skin contact.
- May produce dust, gases, fumes, vapors, mists, or smoke with one or more of the above characteristics in the course of normal operations.
- Produces sensitizing or irritating effects.

- Is radioactive.
- Has special characteristics which, in the opinion of the manufacturer, could cause harm to personnel if used or stored improperly.
- Is hazardous in accordance with Occupational Health and Safety Administration, Part 1910 of Title 29, CFR (Reference (ay)).
- Is hazardous in accordance with Part 1910 of Reference (ay).
- Is regulated by the Environmental Protection Agency (EPA) in accordance with Reference (w).

HW. An item that is regulated pursuant to section 6901 of Reference (aj) or by State regulation as an HW. HW is defined federally at part 261 of Reference (w). Overseas, HW is defined in the applicable final governing standards or overseas environmental baseline guidance document, or host nation laws and regulations.

ICP. An organizational unit or activity within the DoD supply system assigned the primary responsibility for the materiel management of a group of items either for a particular Military Department or for the DoD as a whole. In addition to materiel manager functions, an ICP may perform other logistics functions in support of a particular Military Department or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

information technology. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the DoD Component. Includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related sources. Does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. Equipment is “used” by a DoD Component if the equipment is used by the DoD Component directly or is used by a contractor under a contract with the DoD Component that:

Requires the use of such equipment.

Requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

installation. A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons.

international organizations. For TSC purposes, this term includes: Columbo Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; Indus Basin Development; International Atomic Energy; International Red Cross; NATO; Organization of American States; Pan American Health Organization; United Nations; UN

Children's Fund; UN Development Program; UN Educational, Scientific, and Cultural Organization; UN High Commissioner for Refugees Programs; UN Relief and Works Agency for Palestine Refugees in the Near East; World Health Organization; and other international organizations approved by a U.S. diplomatic mission.

interrogation. A communication between two or more ICPs, other DoD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair.

interservice. Action by one Military Department or Defense Agency ICP to provide materiel and directly related services to another Military Department or Defense Agency ICP (either on a recurring or nonrecurring basis).

inventory adjustments. Changes made in inventory quantities and values resulting from inventory recounts and validations.

IUID. A system of establishing globally widespread unique identifiers on items of supply within the DoD, which serves to distinguish a discrete entity or relationship from other like and unlike entities or relationships. Automatic identification technology is used to capture and communicate IUID information.

line item. A single line entry on a reporting form or sale document that indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

line item value (for reporting and other accounting and approval purposes). Quantity of a line item multiplied by the standard price.

marketing. The function of directing the flow of surplus and FEPP to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.

metalworking machinery. A category of plant equipment consisting of power driven nonportable machines in FSC 3411 through 3419 and 3441 through 3449, which are used or capable of use in the manufacture of supplies or equipment, or in the performance of services, or for any administrative or general plant purpose.

MLI. Any item contained on the USML in part 121 of Reference (t). Defense articles, associated technical data (including software), and defense services recorded or stored in any physical form, controlled for export and permanent import by Reference (t). Reference (t), which contains the USML, is administered by the Department of State Directorate of Defense Trade Controls.

MPPEH. Material owned or controlled by the Department of Defense that, prior to determination of its explosives safety status, potentially contains explosives or munitions (e.g., munitions containers and packaging material; munitions debris remaining after munitions use, DEMIL, or disposal; and range-related debris) or potentially contains a high enough

concentration of explosives that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts that were associated with munitions production, DEMIL, or disposal operations). Excluded from MPPEH are munitions within the DoD-established munitions management system and other items that may present explosion hazards (e.g., gasoline cans and compressed gas cylinders) that are not munitions and are not intended for use as munitions.

museum, DoD or Service. An appropriated fund entity that is a permanent activity with a historical collection, open to both the military and civilian public at regularly scheduled hours, and is in the care of a professional qualified staff that performs curatorial and related historical duties full time.

mutilation. A process that renders materiel unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

NAF. Funds generated by DoD military and civilian personnel and their dependents and used to augment funds appropriated by Congress to provide a comprehensive, morale building, welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

NAF property. Property purchased with NAFs, by religious activities or nonappropriated morale welfare or recreational activities, post exchanges, ships stores, officer and noncommissioned officer clubs, and similar activities. Such property is not federal property.

narcotics. See controlled substances.

nonprofit institution. An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax exempt under the provisions of section 501 of Reference (as), also known as the “Internal Revenue Code of 1986.”

nonsalable materiel. Materiel that has no RTDS value as determined by the DLA Disposition Services site, but is not otherwise restricted from disposal by U.S. law or federal or military regulations.

NSN. The 13-digit stock number replacing the 11-digit federal stock number. It consists of the 4-digit FSC and the 9-digit national item identification number. The national item identification number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number. Arrange the number as follows: 9999-00-999-9999.

obsolete combat materiel. Military equipment once used in a primarily combat role that has been phased out of operational use; if replaced, the replacement items are of a more current design or capability.

ordnance. Explosives, chemicals, pyrotechnics, and similar stores, e.g., bombs, guns and ammunition, flares, smoke, or napalm.

personal property. Property except real property. Excludes records of the Federal Government, battleships, cruisers, aircraft carriers, destroyers, and submarines.

plant equipment. Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.

PMRP. A DoD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal bearing materials for authorized internal purposes or as GFM.

ppm. Unit of concentration by volume of a specific substance.

precious metals. Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

pre-receipt. Documentation processed prior to physically transferring or turning the property into a DLA Disposition Services site.

pilferable materiel. Materiel having a ready resale value or application to personal possession, which is especially subject to theft.

Privacy Act property. Any document or other information about an individual maintained by the agency, whether collected or grouped, including but not limited to, information regarding education, financial transactions, medical history, criminal or employment history, or other personal information containing the name or other personal identification number, symbol, etc., assigned to such individual.

privately owned personal property. Personal effects of DoD personnel (military or civilian) that are not, nor will ever become, government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the U. S. Government all right, title, and interest in the privately owned property.

public agency. Any State, political subdivision thereof, including any unit of local government or economic development district; or any department, agency, instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions, multi-jurisdictional substate districts established by or under State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation (see Enclosure 5 to this volume regarding donations made through State agencies).

QRP. Organized operations that require concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of recyclable material to maintain or enhance its marketability. If administered by a DoD Component other than DLA, a QRP includes adherence to a control process providing accountability for all materials processed through program operations.

reclamation. A cost avoidance or savings measure to recover useful (serviceable) end items, repair parts, components, or assemblies from one or more principal end items of equipment or assemblies (usually SCCs listed in Reference (r) as SCC H for unserviceable (condemned) materiel, SCC P for unserviceable (reclamation) materiel, and SCC R for suspended (reclaimed items, awaiting condition determination) materiel) for the purpose of restoration to use through replacement or repair of one or more unserviceable, but repairable principal end items of equipment or assemblies (usually SCCs listed in Reference (r) as SCC E for unserviceable (limited restoration) materiel, SCC F for unserviceable (reparable) materiel, and SCC G for unserviceable (incomplete) materiel).). Reclamation is preferable prior to disposition (e.g., DLA Disposition Services site turn-in), but end items or assemblies may be withdrawn from DLA Disposition Services sites for such reclamation purposes.

restricted parties. Those countries or entities that the Department of State, Department of Commerce, or Treasury have determined to be prohibited or sanctioned for the purpose of export, sale, transfer, or resale of items controlled on the USML or CCL. A consolidated list of prohibited entities or destinations for which transfers may be limited or barred, may be found at: https://export.gov/ecr/eg_main_023148.asp.

reutilization. The act of re-issuing FEPP and excess property to DoD Components or Defense Agencies. Also includes qualified special programs (e.g., Law Enforcement Support Office, Humanitarian Assistance Program, MARS) pursuant to applicable enabling statutes.

salvage. Personal property that has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.

SASP. The agency designated under State law to receive federal surplus personal property for distribution to eligible donation recipients within the States as provided for in section 549 of Reference (f).

SCC. Code used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. These codes are assigned by the Military Departments or Defense Agencies. DLA Disposition Services may change a SCC if there is an appearance of an improperly assigned code and the property is of a non-technical nature. If change is not appropriate or property is of a technical nature, DLA Disposition Services sites may challenge a suspicious SCC.

scrap. Recyclable waste and discarded materials derived from items that have been rendered useless beyond repair, rehabilitation, or restoration such that the item's original identity, utility, form, fit and function have been destroyed. Items can be classified as scrap if processed by

cutting, tearing, crushing, mangling, shredding, or melting. Intact or recognizable USML or CCL items, components, and parts are not scrap. Section 102-36.40 of Reference (e) and Section 770.2 of Reference (u) provide additional information on scrap.

screening. The process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed.

SEA. Any educational activity that meets specified criteria and is formally designated by the Department of Defense as being of special interest to the Military Services. Includes educational activities, such as maritime academies or military, naval, or Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps; and nationally organized youth groups. The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences.

security assistance. A group of programs, authorized by law, that allows the transfer of military articles and services to friendly foreign governments.

small arms and light weapons. Man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet, or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

standard price. The price customers are charged for a DoD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors, which include the latest acquisition price of the item plus surcharges or cost recovery elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.

State or local government. A State, territory, or possession of the United States, the District of Columbia, American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, the U. S. Virgin Islands, and any political subdivision or instrumentality thereof.

surplus personal property. Excess personal property no longer required by the federal agencies, as determined by the Administrator of General Services. Applies to surplus personal property in the United States, the District of Columbia, American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, the U. S. Virgin Islands, and any political subdivision or instrumentality thereof.

transfer. The act of providing FEPP and excess personal property to FCAs, as stipulated in the FMR. Property is allocated by the GSA.

trash. Post consumer refuse, waste, and food by-products such as litter, rubbish, cooked grease, bones, fats, and meat trimmings.

TSC. Policy and procedures, in accordance with Reference (v), designed to prevent the sale or shipment of U.S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States and to ensure that the disposal of DoD personal property is performed in compliance with U.S. export control laws and regulations, Parts 120 through 130 of Reference (t), and Parts 730 through 774 of Reference (u).

UII. A set of data elements marked on an item that is globally unique and unambiguous. The term includes a concatenated UII or a DoD-recognized unique identification equivalent.

UMMIPS. System to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of need, and to establish maximum uniform order and materiel movement standard.

unsalable materiel. Materiel for which sale or other disposal is prohibited by U.S. law or federal or military regulations.

usable property. Commercial and military type property other than scrap and waste.

veterans' organization. An organization composed of honorably discharged soldiers, sailors, airmen, and marines, which is established as a veterans' organization and recognized as such by the U.S. Department of Veterans Affairs.

ZI. The United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands.